

Position description

Learn to Swim Instructor

Position number	50051299
Department/Unit	Monash Sport
Faculty/Division	Campus Community Division
Classification (salary rates)	HEW level 3
Employment type	Casual
Work location	Clayton Campus
Date document created or updated	10/2/2015

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu

The Campus Community Division provides a range of high-quality non-academic services to students and staff at Monash. These include Monash Sport, Equity and Diversity Centre, TeamMONASH, Monash Residential Services, Mental Health and Safer Community Programs, University Health Services, Student Engagement & Support services and Non-Residential Colleges. For more information about the work we do, please visit <http://www.campuscommunity.monash.edu/>

Monash Sport coordinates a wide range of aquatic, indoor & outdoor sport, health, fitness, wellness and social services and activities for University students, staff and the wider community. Through providing these opportunities, we endeavour to enhance the health and wellbeing of our community and the on-campus experience for our students & staff. For more information about the services we provide, please see our website: www.monash.edu/sport/index.html

Position purpose

The Learn to Swim Instructor provides professional instruction of swimming strokes, water safety and survival skills to user groups, schools and individuals participating in Monash Sport's Learn to Swim programs.

- **Reporting line:** The position reports to the Aquatic Program Supervisors, & Aquatic Program Coordinator who will provide routine supervision.
- **Supervisory responsibilities:** Nil.
- **Financial delegation and/or budget responsibilities:** Nil.

Key responsibilities

- Enhance the water safety knowledge of participants whilst developing swimming, water safety and survival skills through the delivery of well-planned swimming lessons within a safe and enjoyable environment.
- Undertake basic administrative tasks such as progress reports and certificates and other duties requested by the Aquatic Program Supervisors and as required for Monash Sport Aquatic Programs.
- Develop, communicate and maintain effective relationships with colleagues and clients at various levels.
- Adherence to the AUSTSWIM Teacher Code of Behaviour while adhering to manual handling and child supervision policies as outlined by Monash Sport.
- Provide high level of customer service to clients, while actively promoting and staying up to date with upcoming Monash Sport events and promotions.
- Promote a positive image of Monash Sport to sports centre users through professional standards of workplace presentation, personal presentation and the effective completion of work tasks, lessons and programs.
- As required, perform the role of On Deck Supervisor to support Learn to Swim Instructors deliver high quality programs by assisting with program set up, acting as a liaison between Learn to Swim Instructors and participants and general issues that may arise during the lesson.
- Other duties as directed by the Aquatic Program Supervisors and Aquatic Program Coordinator.

Key selection criteria

Education/Qualifications

The appointee will have:

1. Completed Year 12 or a relevant certificate, with relevant work experience; or an equivalent combination of relevant experience and / or education / training; and
2. current AUSTSWIM Teacher of Swimming and Water Safety Certificate; and current First Aid Level 2 qualification.

Desirable

3. AUSTSWIM teacher of Infants and Preschool Aquatics
4. AUSTSWIM teacher of Towards Competitive Strokes
5. AUSTSWIM teacher of Adults

Knowledge and Skills

6. Proven ability to program plan and deliver structured Learn to swim lessons that are adaptable to the students' skills and experience.
7. Well-developed time management skills.
8. Excellent interpersonal and communication skills for interaction with a diverse range of students and clients.
9. Demonstrated commitment to quality customer service.
10. Ability to work in a team environment and follow direction.

Other job-related information

- The incumbent is required to hold a current Working with Children Check, as outlined in legislation.
- Shift work, overtime and out of hours work (including evenings, weekends and public holidays) may be required.

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.

Organisational Chart

