



## ST PETER'S AQUATIC CENTRE, CABOOLTURE POSITION DESCRIPTION

### AQUA AEROBICS INSTRUCTOR

Employee Assisting Learning Stream

Level 3

#### **PURPOSE:**

Under the supervision of the Aquatic Centre Coordinator, the role conducts high quality aqua aerobics group fitness classes catering for the needs of patrons and educating them on fitness and safety while maintaining a safe and enjoyable atmosphere for class participants.

#### **CONTEXT:**

Responsibility for the planning, development and management of the operations of and services provided by the St Peter's Aquatic Centre, Caboolture rest with the Principal of St Peter's Catholic Primary School, Caboolture on behalf of Brisbane Catholic Education and the Catholic Archdiocese of Brisbane. The Principal is accountable to Brisbane Catholic Education for the St Peter's Aquatic Centre with daily centre operational coordination and support by the Aquatic Centre Coordinator.

St Peter's Aquatic Centre is located at 7-9 Bertha Street, Caboolture. The centre has two (2) heated pools – a 25 metre 7 lane pool and a 15 metre learn to swim pool, modern change facilities and offers a range of swim programs and services on admission and session fees.

#### **TYPICAL DUTIES/SKILLS:**

Typical duties performed include, but not limited to:

##### **Aqua Aerobics Instruction**

- Conduct high quality scheduled aqua group fitness classes providing adequate warm-up, exercise, stretching and cool down.
- Instruct participants on: (1) effective workout methods; (2) proper techniques and exercises; and (3) different muscle groups and appropriate methods to strengthen specific muscles.
- Prepare appropriate equipment, music and handouts for each class.
- Assist participants, answer questions and maintain a positive exercise experience for class participants.
- Provide class participants with information on programs and activities held within the centre.
- Record and maintain records of participation numbers for each class.
- Maintain appropriate documentation and record keeping required by the Aquatic Centre Coordinator.

- Keep the Aquatic Centre Coordinator informed of pool activities, facility repairs and needs, and issues arising from the classes.
- Undertake learn-to-swim classes as requested by the Aquatic Centre Coordinator and scheduled by the Head Swim Coach.
- Make ready necessary equipment prior to class commencement and store away in the appropriate areas on conclusion, ensuring equipment is checked and kept clean for public safety.
- Ensure that workplace health and safety standards are met, and self-compliance with BCE and Principal approved workplace health and safety policies, procedures and requirements.
- Report any workplace health and safety risks and hazards in the prescribed format, to the Aqua Centre Coordinator.
- Perform other related duties as requested include assisting in the Centre Canteen and point of sale activities.
- Support team efforts to maintain the overall appearance of the centre.

#### **AUTHORITY LIMIT:**

- Full Authority is delegated from the Principal through the Aquatic Centre Coordinator to Aqua Aerobics Instructor to produce the desired outcomes.
- Expenditure of funds connected with the position is under the control of the Principal in conjunction with the Leadership Team

#### **REPORTING AND OTHER RELATIONSHIPS:**

- The Principal is responsible for and sets requirements and expectations for the operations and services of St Peter's Aquatic Centre.
- The role holder is responsible to, and reports on, all aspects of the role to the Principal. Daily supervision is provided by the Aqua Centre Coordinator, Relationships of significance exist with other teachers, specialists, specialist staff and volunteers.

#### **QUALIFICATIONS, SKILLS AND EXPERIENCE:**

##### **Essential:**

- Certificate III in Fitness (Aqua).
- Experience in developing aqua aerobics programs and in instructing a variety of aqua aerobic classes.
- Current First Aid and CPR Certificate.
- AUSTSWIM Teacher of Swimming and Water Safety or SWIM Australia Qualification
- Current Blue Card (Working with Children) or be eligible to apply for a Blue Card.
- A flexible and cooperative approach to working varying hours within the spread of operating hours of the Aquatic Centre.

##### **Desirable:**

- Pool Lifeguard Certificate.