



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

**LEARN TO SWIM INSTRUCTOR**

**Employee Assisting Learning Stream**

**Level 3**

**PURPOSE:**

Under the supervision of the Aquatic Centre Coordinator, the role assists the Swim Coach in the delivery of quality swimming programs offered by the Aquatic Centre, providing a source of program support to 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 (BCE) 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:

- Encourage and foster participation in swimming across all age groups and abilities.
- Undertake or assist with pool and lane set-ups to meet swim program requirements.
- Demonstrate and provide clear instructions to students and participants of the centre's learn to swim and other swim programs.
- Begin and end class on time, and remain after class to answer participant and/or parent/guardian questions as needed, and clean up supplies.
- Perform routine water chemical balance tests prior to and after swim lessons.
- Ensure the safety and welfare of participants in swim lessons, programs and squads including understanding of and compliance with emergency procedures.
- Submit completed swim participant documentation including attendance information.

- Attend meetings convened by the Centre Swim Coach or Coordinator respectively to update and assist in the review of swim programs.
- Routinely communicate with parents and guardians of swim program participants on participant progress, swim program changes and activities held within the centre.
- 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.
- 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.
- Adhere to BCE and Principal approved workplace health and safety policies, procedures and requirements.
- Undertake opening and closing procedures as required.
- Report any workplace health and safety risks and hazards in the prescribed format, to the Aquatic Centre Coordinator.
- Perform other related duties as requested including assisting in the Centre Canteen, including 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 the Swim 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 teachers, specialist staff, swim instructors, and volunteers.

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

##### **Essential:**

- AUSTSWIM Teacher of Swimming and Water Safety or Swim Australia Qualification.
- Experience in delivering a suite of swim programs.
- Current Senior First Aid and CPR Certificate.
- Pool Lifeguard Certificate.
- 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:**

- Other AUSTSWIM specialisation qualifications.