

Position Description:

VICSWIM Summer Kidz- Swim Teacher – Casual

Background:

Aquatics and Recreation Victoria

Aquatics and Recreation Victoria (ARV) is Victoria's peak industry body for aquatics and recreation and facilitates industry development, research opportunities, special projects and develops partnerships with government and other organisations to deliver social marketing programs such as the effective 'Play it Safe by the Water' campaign. It also conducts tailored water awareness and aquatic safety programs for children, CALD communities, special population groups, local communities and schools under the banner of the VICSWIM brand and professional development opportunities for those who work within the industry through the provision of Swim Australia Teacher courses, seminars and conferences.

The VICSWIM Summer Kidz program is financially supported by the Victorian State Government, to promote accessibility and affordability to community aquatic education and water safety. The VICSWIM Summer Kidz program has been operating across Victoria since 1976 and is offered across a range of metropolitan, regional, coastal and open water locations

Position Overview

The VICSWIM Summer Kidz, Swimming Teacher position is an important member of a dynamic VICSWIM team. The purpose of this position is to undertake delivery and teaching of the VICSWIM Program on behalf of ARV. The position ultimately reports to the VICSWIM Summer Kidz Coordinator, however in certain circumstances, where ARV has engaged local personnel to assist in the delivery of the program, this position will report to a VICSWIM Summer Kidz Regional Coordinator and Teacher in Charge (TIC)

1. Areas of Responsibility:

Planning and Organising:

- Reviewing the VICSWIM Teacher Administration Booklet prior to the program start ensuring appropriate materials and knowledge required to conduct the role as a swim teacher have been acquired.
- Participating in the teacher briefing workshop with Regional Coordinators prior to the commencement of the VICSWIM summer Kidz program.
- Participating in a teacher's briefing session on the first day for the program, 30 minutes prior to the time for late enrolments.
- Abiding by the Swim Teacher Code of Conduct.
- Assisting the Teacher in Charge with any additional administration that may be required, including class restructuring and skill assessment.
- Ensuring awareness of relevant emergency procedures at the allocated venue / location.
- Teaching swimming and water safety skills to children (minimum age four years old) classes run consecutively in addition to five minutes administration every day for the duration of the program, in a manner consistent with the teacher guidelines set out in the VICSWIM Teacher Administration Booklet.
- Ensuring efficient and effective instruction and delivery of swimming and water safety lessons to VICSWIM Summer Kidz program participants.

- Ensuring classes commence and finish at their scheduled times.
- Ensuring children are accurately recorded and accounted for whilst in your duty of care.
- Professional conduct at all time and work cooperatively with other VICSWIM personnel.
- Ensuring that a safe learning environment and appropriate duty of care is provided for all children in the program.
- Providing accurate and timely advice and assistance to parents and carers in a pleasant and helpful manner.
- Responding to customer enquiries, if unable to directly assist with the enquiry refer to the relevant person to the handle the enquiry professionally
- Ensuring class attendances are recorded for each taught group and students attending the program.
- Completing pay sheets and class grid sheets and returns all necessary documentation to ARV in a timely manner.
- Reporting any safety issues as they arise to the facilities duty staff (if applicable) or a VICSWIM representative.
- Responding to and dealing with incidents that may arise during the VICSWIM program. The VICSWIM teacher must ensure that any incidents are reported and appropriate incident report documentation is completed.
- Providing each child in the program with a signed and completed certificate prior to the completion of the program.

General:

The position supports the overall promotion of the VICSWIM brand, aquatic education and water safety. The position is also required to wear the appropriate VICSWIM supplied uniform when attending the venue and appropriate swim wear during in-water teaching.

Organisational Relationship: The position reports to the VICSWIM Summer Kidz Program Coordinator and Regional Coordinator and VICSWIM Techer in Charge where applicable.

2. Accountabilities:

Judgment and Decision Making:

- Works effectively in an unsupervised manner.
- Applies sound judgment when responding to participant /parent concerns.
- Applies sound knowledge in responding to emergency situations.
- Assesses the participants ability and teaches and accordingly to skill attainment.
- Adjusts teaching approach and style to accommodate varying skill levels and personalities within each class.
- Applies sound judgment when assessing participants in their duty of care.

Interpersonal Skills:

- Well-developed communication and instructional skills.
- Well-developed customer service skills.
- High degree of sensitivity to group and individual participant needs.

3. Qualifications and Skills:

The VICSWIM Summer Kidz - Swim Teacher will possess a current Swim Teacher, Working With Children Check (WWCC) and CPR qualification, in conjunction with an understanding of the aquatic industry and delivery of aquatic programming). The Swim Australia or Austswim extension modules and pool lifeguard qualification are desirable but not mandatory. It is recommended that all applications wishing to teach in an open water location hold a surf bronze or similar qualification.

4. Key Selection Criteria:

- Demonstrated organisational and instructional skills
- A current Swim Teacher Qualification (Swim Australia or AUSTSWIM)
- A current CPR qualification

- A current Working with Children Check
- Ability to liaise with venue staff, parents and carers
- Ability to competently provide training in swimming and water safety
- Ability to control and understand groups
- Ability to liaise with a range of stakeholders and participants
- Ability to manage and organise administrative requirements
- Ability to assess individual swimming ability and relate to swimming program levels.
- Demonstrated interpersonal and negotiation skills and an ability to establish on-going relationships

5. Engagement Particulars:

Position status:	Casual
Hours of duty:	Monday to Friday in the range of 8.00am to 6:00pm
Remuneration:	\$28.68 p/h As per Letter of Offer and in accordance with Level 4 of the Fitness Industry Award 2010, plus 9.5% superannuation of ordinary time earnings where applicable.
Applicable Award:	Fitness Industry Award 2010