



## **Position Description**

VICSWIM Summer Kidz - Teacher of Swimming and Water Safety (Casual)



### **1. 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 Austswim courses, seminars and conferences.

Additionally it provides high level strategic advice to local and state government on industry matters, aquatic and recreation facility design, contract management, development of infrastructure briefs, tender development and evaluation, facility management and health referral and inclusive leisure programs.

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 and Water Safety Teacher is an important member of the VICSWIM team. The purpose of this position is to undertake the delivery and teaching of the VICSWIM Program on behalf of ARV. The successful applicants will also be required to liaise with associated staff, and participants in the lead up to and during the VICSWIM Programs.

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.

## **2. Areas of Responsibility:**

### *Planning and Organising:*

The position is responsible for:

- 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
- Displaying a high standard of teaching ability at all times
- Using a pleasant, clear and tactful manner when teaching students
- Ensuring that a safe learning environment and appropriate duty of care is provided for all children in the program, at all times.
- Providing accurate and timely advice and assistance to parents and carers in a pleasant and helpful manner.
- Recording class attendances for each group.
- Completing certificates and end of program administration tasks in a timely manner.
- Assisting with any additional administration as required, including assessment and processing receipts for late and first day enrolments 30 minutes prior to the start of the first class on day one of the program.
- Participating in a teacher briefing workshop prior to the commencement of the VICSWIM Summer Kidz program.
- Reporting any safety issues as they arise.
- Responding to and deals with incidents occurring within classes, completing incident reports as required.

### *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 ARV 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, where applicable.

## **3. Accountabilities:**

### *Judgment and Decision Making:*

- Works effectively in an unsupervised manner
- Applies sound knowledge in responding to emergency situations.
- Assesses participants' ability and teaches/instructs accordingly.
- Adjusts teaching approach and style to accommodate varying skill levels & personalities within each class
- Applies sound judgment in assessing each participant's progress.

### *Interpersonal Skills:*

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

#### 4. Qualifications and Skills:

The VICSWIM Summer Kidz- Teacher of Swimming and Water Safety will possess a current AUSTSWIM TSW and CPR qualification, in conjunction with an understanding of the aquatic industry, and a current Victorian Government Working With Children (WWC) Check.

#### 5. Key Selection Criteria:

- Demonstrated organisational and instructional skills
- A current AUSTSWIM and CPR qualification
- A current Working With Children (WWC) Check.
- Ability to competently provide training in swimming and water safety
- Ability to control and understand groups
- Ability to liaise with adults/parents of participants
- Ability to manage 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

#### 6. Engagement Particulars:

<b>Position status:</b>	Casual
<b>Hours of duty:</b>	Monday to Friday, in the range of 8am to 6pm, as per Letter of Offer.
<b>Remuneration:</b>	\$21.43 p/hour, plus 9% superannuation of ordinary time earnings where applicable.
<b>Leave:</b>	Not applicable
<b>Applicable Award:</b>	Fitness Industry Award 2010
<b>Contract Review:</b>	Not applicable.
<b>Probationary Period:</b>	Not applicable.