



**JOB TITLE:** SWIM TEACHER  
**PREPARED BY:** DAVID CAREW  
**REPORTS TO:** DAVID CAREW

**DATE:** APRIL 2007  
**REVIEWED BY:** BARBARA CAREW  
**APPROVED BY:** DAVID CAREW

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The following Position Description is a developing document that will be continually refined and updated as new issues become apparent to management. The employee understands that the

### **Position Summary:**

The position consists of the following general duties (this is not an exhaustive list):

- Conduct learn to swim program and other related events and activities in accordance with our methodology and instructions as specified by the managers.
- The swim school may open seven days a week, therefore possible sessions may range from Monday to Sunday. This may change from time to time at the discretion of the managers. The aquatic industry is essentially a seasonal industry and as such available hours will vary according to demand and profitability.
- Learn to swim teachers will primarily be responsible for teaching pupils to swim but does not exclude the possibility of other duties that may be required in the normal course of operating a swim school. (ie Duties such as reception, cleaning, etc)
- Understand the importance of consistency and continuity when teaching learn to swim and endeavour to commit to the agreed upon sessions for the season/term.
- Provide brief updates to parents on the progress of their child's swimming.
- Participate in staff training sessions as scheduled by managers.
- Endeavor to do additional hours to cover for absent employees as the need arises – ie illness, holidays etc
- Must be available to work a minimum of 6 hours per week unless working on a weekends

### **Key Responsibilities/Authorities:**

- Supervise pupils under the teachers program in accordance with the approved program and directions of the managers.
- Ensure equitable treatment and attention of all pupils regardless of personalities or skill level.
- The safety and supervision of the children under the teachers care is your first and most important priority.



- Inform managers of any equipment or property requiring repairs or maintenance.
- Assist the company to achieve its aim of providing lessons, which encourage pupils to achieve water safety or improve water skills in a caring, safe environment.
- Attend selected meetings from time to time as directed by the managers.
- Refrain from acting or being seen to act, in conflict with the owners best interests.
- Maintain a positive and co-operatively disposition with staff, customers and pupils.
- Respect and utilise the property and equipment provided by the owners for use in the teaching programs.
- The managers may need to alter hours and lessons schedules from time to time and will inform affected employees of such changes.
- No authority to hire or fire staff or bind the company via agreement.

#### **Job Specifications:**

- Completed secondary education to grade 12
- Current Swimming Teaching/Coaching Certification  
**(Not required to apply for job but will need to be completed)**
- Current CPR Certification Helpful  
**(Not required to apply for job but will need to be completed)**
- Current Blue Card or Child Suitability Card

#### **Personal Attributes:**

- Patience is the key to teaching swimming
- Excellent communication skills to talk to children at all different levels and fundamental to this concept is feedback and praise
- Love/Passion/Enthusiasm towards Children
- Commitment, Responsibility and Reliability (Punctual and consistent attendance to lessons)
- Organised



- Open minded (Willingness to keep learning)
- Staff Philosophy – Hire personality not skills - skills can be taught

### Guide to Hours of Operation

	<u>Morning</u>	<u>Afternoon</u>
Monday	9.00am – 11.00am	3.00pm - 5.30pm
Tuesday	9.00am – 12.00pm	3.00pm - 5.30pm
Wednesday	9.00am – 12.00pm	3.00pm - 5.30pm
Thursday	9.00am – 11.00am	3.00pm - 5.30pm
Friday	9.00am – 12.00pm	3.00pm - 5.30pm
Saturday	8.00am – 12.30pm	
Sunday	Not Currently Open	

Operating Hours may vary from the abovementioned depending operational requirements.

Facility closes for 3 weeks in December, 1 week over Easter and one week over June, July School Holidays

### Job Specifications

- Casual Employment
- Pay Rates as per Industrial Award
  - Level 1 \$15.65/Hr – Level 4 \$17.95 Weekdays
  - Level 1 \$15.90/Hr – Level 4 \$18.25 Saturdays
- Pay rates depends on experience