

Job Description

Current as at: 30/01/2015

YMCA SWIMMING LESSONS TEACHER YMCA FITNESS AND RECREATION CENTRES

POSITION LEVEL:	Full Time / Part Time / Casual , Fitness Industry Award 2010
REPORTS TO:	YMCA Swimming Lessons coordinator or other person who may, from time to time, be nominated.
SUPERVISES:	Nil
POSITION SUMMARY:	<p>YMCA Swimming Lessons Teachers are an essential component in the delivery of YMCA aquatic education programs and services. YMCA Swimming Lessons Teachers are required to maintain thorough knowledge and understanding of all aspects of YMCA aquatic programs, educational trends and industry development. The position requires an energetic, motivated person who is professional and dedicated to Aquatic Education delivery.</p> <p>YMCA Swimming Lessons Teachers also commit to:</p> <ul style="list-style-type: none"> • The philosophies of YMCA Aquatic Programs and Services. • The delivery of safe, effective and professional lessons. • Maintaining a comprehensive knowledge of teaching swimming and water safety. • Ensuring they are available to undertake every allocated class for a minimum of 12 months. • Delivering the highest level of service to all Learn to Swim members and their families.
PRIMARY RESPONSIBILITIES:	<p><u>Teaching Attributes</u></p> <ul style="list-style-type: none"> • Commitment to YMCA philosophy in relation to aquatic programs; educational and teaching standards • Display interest, enthusiasm, patience, respect and innovation to students and peers • Construct and implement class plans for every class that promote group teaching methods and combined with water safety of YMCA programs. • Structures and designs classes with appropriate activities that enhance student interaction and collaboration • Develops students values and attitudes <p><u>Communication</u></p> <ul style="list-style-type: none"> • Listens and is objective and non-judgemental • Uses respectful language • Exhibits concern and interest for the feelings and experience of others • Exhibits personal values and behaviour that instils trust • Initiates and nurtures group interaction • Teaches and models effective problem solving and conflict negotiation <p><u>Administration</u></p> <ul style="list-style-type: none"> • Work within a team environment to ensure safe, timely and effective set up/ class delivery & pack up • Construct and submit for archiving, appropriate class plans • Ensure appropriate attendance and competency records are completed, collated and submitted of archiving • Comply with legislative and organisational requirements relating to: <ul style="list-style-type: none"> - Current water restrictions - Occupational Health and Safety - Guidelines for safe pool operation - YMCA Risk Management - YMCA Aquatic Administration and Policies - AUSTSWIM Guidelines - AUSTSWIM Code of Conduct <p><u>Risk Management</u></p> <ul style="list-style-type: none"> • Ensure full compliance with class supervision requirements • Commit to ongoing in-service emergency procedure training

- Work as part of a team to ensure safe, effective and efficient operation of programs & services
- Implement and endorse YMCA disciplinary, class control process to ensure participant safety
- Designs and monitors safe program environments
- Identifies and reports potential issues in relation breach of policy in relation to:
 - Child Protection
 - Privacy

YMCA Swimming Lessons Teachers may from time to time be required to perform other duties as required by Management. In the event these duties require further training this training will be made available.

Other

1. Maintain the work environment so as to minimise risk to both customers and staff.
2. Report identifiable risk so that immediate action can be taken.
3. Complete incident/accident reports and provide to Manager as required.
4. Comply with the YMCA's Occupational Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document.
5. Maintain confidentiality of all YMCA information, records and files
6. To maintain the Quality System and report any deviations from the intended system
7. Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the "YMCA Quality Manual".
8. Must be aware of & implement the YMCA's Safeguarding Children and Young People Policy.
9. Any other duties as determined by the Chief Executive Officer from time to time.

SELECTION CRITERIA

- Qualifications
- Experience
- Personal Attributes

Qualifications and Experience

Essential

- First Aid and CPR
- AUSTRALIAN SWIMMING TEACHER OF SWIMMING & WATER SAFETY
- At least 1-3 years' experience in a similar role
- Possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000

Desirable

- Pool Lifeguard Award
- AUSTRALIAN SWIMMING TEACHER OF INFANT PRESCHOOL AQUATICS
- AUSTRALIAN SWIMMING TEACHER OF PEOPLE WITH DISABILITIES
- AUSTRALIAN SWIMMING TEACHER OF ADULTS
- Any swim coaching certifications

Personal Attributes

- Self-Motivated
- Customer Focused
- Prepared to learn and develop
- Team Focused
- Willing to try new ideas and initiate and participate in change/growth
- Able to be self-managing
- Values driven and strong personal organisation values match
- Pragmatic
- Welcoming, friendly and approachable manner
- Works as part of a team and shows professionalism and respect
- Models, demonstrates, and teaches positive values like caring, honesty, respect, and responsibility.
- Proactive
- Prepared to learn and develop and take personal responsibility for leading professional development