


## POSITION DESCRIPTION

ASALC015 – ASALC Aquatic Programs Assistant (Casual)



Position title	ASALC Aquatic Programs Assistant (Casual)
Position level	ASALC Level 1 (ASTC EA)
Position number	ASALC015
Responsible to	Team leader Learn to Swim
Position status	Permanent Full-time
Position description approved	 Date: 23/01/2025

### Primary Objective

Assist with organising and conducting swimming lessons and aqua aerobics sessions based on the needs of the participants.

### Key Responsibilities

- Conduct sessions to instruct learner swimmers and train competent swimmers as required
- Conduct aqua aerobic sessions for participants at a variety of levels as required
- Plan strategies for improving swimming and aqua aerobic techniques and assess the success of these strategies
- Supervise swimming practice sessions as required
- Address repair and maintenance issues and advise supervisor of issues as required
- Provide high quality supervision of program participants to ensure their safety at all times
- Respond effectively to program participant issues and emergencies and provide first aid as required
- Ensure facility is being used safely and within regulations
- Educate facility patrons about safe aquatic practices in a professional manner
- Ensure all aquatic program equipment is in working order
- Any other duties as directed by the ASALC Aquatic Programs Coordinator

### Work Health & Safety (WHS) Responsibilities

- Take reasonable care for own health and safety.
- Take reasonable care to ensure team members actions or omissions do not adversely affect the health and safety of others.
- Comply with reasonable instructions and directions given by or on behalf of the employer on issues related to health and safety.

## POSITION DESCRIPTION

- Follow lawful and safe work practices, policies, procedures, guidelines and emergency procedures.
- Use all appropriate personal protective equipment, plant and vehicles in a safe manner
- Report hazards, accidents, incidents and near-misses to Manager/Supervisor as soon as practicable.
- Ensure adequate training, instruction and supervision are provided when new tasks or operation of new tools, plant or machinery is requested.
- Engage with management in the effort to eliminate unsafe work practices.

### Organisational Values and Behaviours

- Uphold organisational values and behave according to Council's Code of Conduct, including treating other team members and the general public with respect.

### Other Duties

- Perform other duties within capabilities and/or consistent with the level of this position as required.

### Supervisory Responsibilities

- Nil

### Qualifications

- Pool Lifeguard certificate
- Apply First Aid certificate
- Current Working with Children Clearance (Ochre card)
- Austswim certificate as required
- Aqua Aerobics Instructor certificate as required

### Special Requirements

- Valid national police Clearance

## POSITION DESCRIPTION

### Selection Criteria

#### *Essential*

1. Ability to conduct effective swimming and/or aqua aerobics instruction sessions for participants of a variety of levels
2. Ability to assess skills and progress of program participants and devise an appropriate skill development plan
3. Ability to understand the characteristics of facility users and interact with them in a friendly, caring and respectful manner
4. Ability to provide effective supervision of facility patrons and respond effectively to customer needs, ensuring a safe aquatic environment
5. Ability to effectively educate facility users regarding aquatic safety and facility regulations
6. Ability to work flexible hours including early mornings, evenings and weekends
7. Pool Lifeguard certificate
8. Apply First Aid certificate
9. Austswim certificate as required
10. Aqua Aerobics Instructor certificate as required
11. Current Working with Children Clearance (Ochre card)

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#### *ACKNOWLEDGEMENT*

*I have received a copy of this Position Description and have read and understand its contents.*

Employee Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_