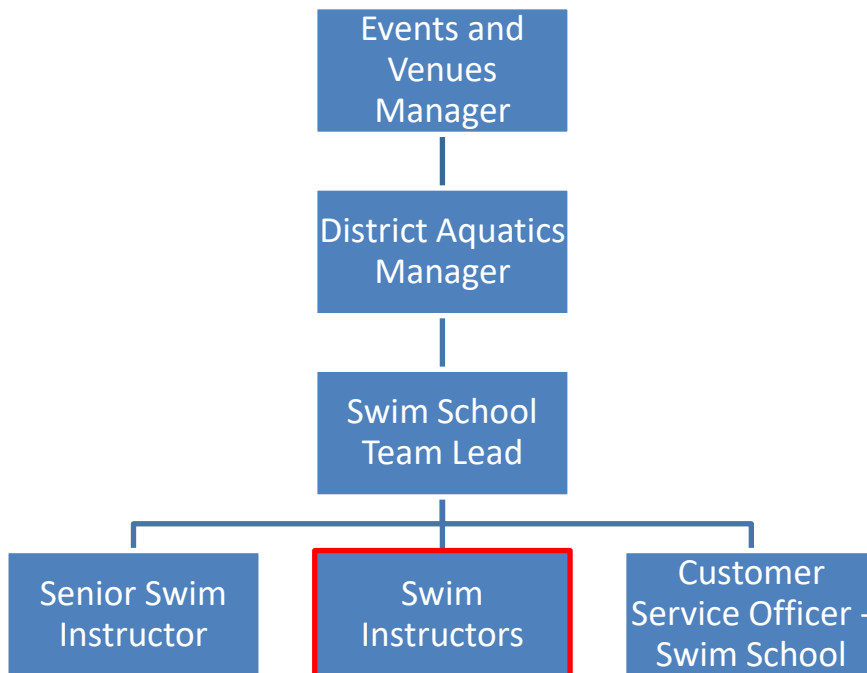


SWIM INSTRUCTOR KAIKO KAUKAU POSITION DESCRIPTION

POSITION INFORMATION

Group	Community Infrastructure and Services
Team	Swim School
Reports to	Swim School Team Lead
Direct Reports	Nil
Primary Location	AC Baths, Taupo

TEAM STRUCTURE



POSITION PURPOSE

- To deliver a high standard of aquatic education programs
- To ensure a quality, safe, informative and appropriate swim environment for customers.
- To maximise their enjoyment in aquatic activities and encourage ongoing participation.

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Delivery of Programs	<ul style="list-style-type: none"> Effectively delivering our Gold Quality Learn to Swim Programme to ensure children develop the skills and confidence to progress through each level. Classes are delivered to a high standard at all times in a professional manner To participate in and contribute towards regular training and practice of essential skills to remain up to date with industry standards Maintain a high level of instructor competency in swim teaching sufficient to Swimming NZ standards Completing assessments of students' progress and submitting recommendations for children to progress levels.
Customer Satisfaction	<ul style="list-style-type: none"> All customers are dealt with fairly and with a smile Developing positive and on-going relationships with both children and parents. Keep up to date with facility services
Records and Reporting	<ul style="list-style-type: none"> Ensure accuracy of information/records in systems adopted by the department/organisation. Produce accurate reports as required for managers and/or SLG
Health & Safety and Wellbeing	<ul style="list-style-type: none"> Model a culture of safety and wellbeing Take responsibility for your own health and safety Ensure your own actions keep self and others safe Identify, report and assist to eliminate hazards/risks in work place Participate in local work place safety management practices Participate in workplace wellbeing initiatives Ensure compliance under Health and Safety at Work Act 2015
Project Management	<ul style="list-style-type: none"> Undertakes projects and/or other initiatives that may be assigned by the manager or SLG
Emergency Management	<ul style="list-style-type: none"> Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> All Taupo Venues Staff Various other Taupo District Council staff 	<ul style="list-style-type: none"> Stake holders i.e. user groups, clubs, organisations individual users ratepayers, industry competitors, and iwi Industry Partners i.e. Sports Waikato, Educational Institutions, organisations, groups and clubs Service providers i.e. contractors

VISION

“Making a better life for you and your families. We’re in this together – let’s make it work!”

VALUES

Kia kōtāhi mai – We’re in this together

Unite

Connect

Deliver

Kōtahitanga

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
	<ul style="list-style-type: none"> • Driver’s License • NZ Swim Teachers Certificate • New Zealand Early Childhood, Teaching Swimmers with a Disability, School Age and Adult certificates • Diploma of Swim Teaching • Current first Aid Certificate

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> • Effective communication skills • Team player • Punctual • Positive working attitude 	<ul style="list-style-type: none"> • Patient • Bright personality • Confident in managing children of various ages and abilities

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Swimming experience 	<ul style="list-style-type: none"> • Qualified swimming instructor

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		