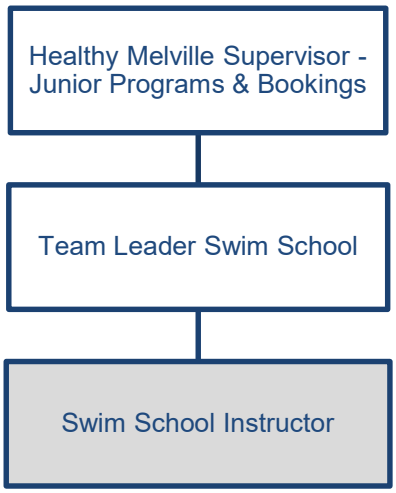
Position Description

Position Title:	Swim School Instructor
Position No:	3482
Position Classification:	Level 1 - 4
Status:	Casual
Position Revised On:	14/07/2025
Directorate:	Community Development
Business Unit:	Healthy Melville
Service Area:	LeisureFit
Location:	City of Melville – LeisureFit Booragoon
Reports To:	Swim School Team Leader
Reporting Line:	Nil

Primary Purpose

Provide professional, safe and friendly Swim School classes and customer service to the LeisureFit community.

Structure



Principle Accountabilities

- Assist in the development and delivery of Swim School classes and lessons.
- Actively promote and encourage the safe use of LeisureFit facilities.
- Liaise with internal and external stakeholders in relation to Swim School matters.
- Monitor and report on safety standards and equipment maintenance as required.
- Implement Cardio Pulmonary Resuscitation (CPR) within competency as required.
- Assist in the review, development and maintenance of systems, policies and procedures, monitor workflows and conduct evaluations to ensure continuous improvement of the City's Business Management System.
- Work proactively within the organisation to promote, support and adhere to a holistic Safety, Health, Environment & Quality culture and associated policies and procedures.
- Demonstrate behaviours that reflect the organisations values and supports cross functional teams and meets customer and organisational needs.
- Take appropriate action in line with established policies and practices with the aim of maintaining a strong customer service.
- Required to comply with all relevant environmental legislation, regulations and standards.
- Assist with the implementation of Quality Assurance Principles including identifying improvements.
- May be required to participate in Continuous Improvement Teams and Audit teams.
- Undertake other tasks as requested within scope and level of position.
- Act as Swim School Officer as required.

Position Specifics

Essential

Qualifications and Licenses

- Current Teacher of Swimming and Water Safety qualification.
- Current Working with Children Check.
- Cardiopulmonary Resuscitation (CPR) Certificate.

Skills and Experience

- Demonstrated experience instructing swim classes.
- Demonstrated experience in developing swimming lesson plans.
- Demonstrated experience in a customer service environment.
- Demonstrate experience working with a range of ages.
- Demonstrate experience working with individuals with diverse backgrounds.
- Knowledge of Occupational Health and Safety standards.

- Sound interpersonal, verbal and written communication skills.
- Sound customer service skills.
- Sound organisation and time management skills.
- Ability to work autonomously and as part of a team.

Other

- This position works under general supervision.
- Degree of control over activities is governed by work practices, standards and practices, objectives and budget constraints.
- Under the guidance of the Swim School Team Leader, make discretionary decisions that can be substantiated within operational guidelines, standards, procedures and relevant legislation to effectively resolve customer issues and needs.