

CENTRAL OTAGO DISTRICT COUNCIL

JOB DESCRIPTION

POSITION	:	Swim Teacher
REPORTS TO	:	Swim School Administrator
LOCATION	:	Central Otago District

PRIMARY OBJECTIVE

To provide quality learn to swim instruction, while developing and implementing standards, and maintaining good public relations in accordance with the goals and targets of the District Aquatic Centres.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Ensuring a high quality and consistency of service delivery with the learn to swim and if required Swim Skills for Life programme.
2. Maintain excellent public relations while relating to customers and staff alike.
3. Remain qualified and up to date in teaching practice and theory.
4. Carry out day-to-day administration procedures including swim school bookings, records and supply of information to swim school customers.
5. Swim lessons are professionally and competently delivered for the customer.

KEY RESULT AREAS

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

1. A friendly, helpful and courteous attitude is evident in the way in which the Swim Teacher relates to swim school customers and the staff and general customers of the facility.
2. Records show that the majority of pupils achieve levels as set down in the lesson plan.
3. Constantly demonstrates a high standard of communication skills.
4. Lesson plans for each term are completed on time and customers receive the relevant information on time, records are kept up-to-date and general administration procedures are carried out in a timely and efficient manner.

5. Student records are updated after each lesson and that regular progress updates are provided to student and or Caregiver.

DELEGATIONS

Makes decisions within the authority delegated by the Swim School Administrator and Aquatics Manager.

RELATIONSHIPS

External

Customers
Schools and Pre School Providers
Parent Groups

Internal

Chief Executive Officer
Executive Manager – Planning and Environment
Parks and Recreation Manager
Aquatics Manager
Swim School Administrator
Centre Team Leader
Other Pool staff

PERSONAL QUALITIES AND QUALIFICATIONS

Experience/Knowledge

- Good general knowledge of and interest in swim teaching
- New Zealand Swim Teaching Qualification or equivalent
- Experience in a teaching/coaching/early childhood position preferred
- Physically fit and healthy

Specific Skills

- Customer focus
- Communication - written and oral
- Computer literate
- Team player
- Ability to work accurately and achieve targets while working under pressure

Personal Qualities

- Friendly and courteous
- Honesty
- Punctual and conscientious
- Team skills
- Sense of humour
- Able to prioritise
- Motivated and enthusiastic
- Initiative
- Ability to work with a minimum of supervision



OUR STAFF VALUES



Be Respectful

- Listen to learn and understand
- Respect our differences
- Act with integrity
- Be patient and kind



Work together

- Collaborate
- Communicate
- Cooperate
- Think across the organisation



Be courageous

- Speak up
- Deliver the best
- Take smart risks
- Be open to change



Me manaaki fētahi ki fētahi, me pakihiwitahi te fū – kia haere tahi ai tātou

Respect each other, stand shoulder to shoulder - So that we may travel on this journey together