

### Swim Teacher - Position Description

<b>Position Title</b>	Swim Teacher
<b>Department / Industry</b>	Recreation
<b>Agreement / Award</b>	YMCA South Australia Employee Collective Agreement 2006
<b>Classification / Grade</b>	Class 2 Level 1

#### About YMCA South Australia

***“We work together from a base of Christian values to provide opportunities for all people to grow in body mind and spirit”*** (our mission).

YMCA South Australia is a not-for-profit community organisation that has served the South Australian community for more than 170 years. With around 800 staff (and growing), we deliver programs and services across the state in settings including community recreation centres, swimming pools, health and fitness facilities, community centres, camps, early education and schools and youth services.

Our aim is to develop the whole person, helping all South Australians connect with a better life. Not only their physical fitness and capabilities, but also their sense of identity, purpose, hope and dignity; psychological health; resilience; social connectedness; lifelong learning; and their own contribution back into the community. All the elements that together constitute a full, healthy, productive and satisfying life.

Our vision is to see ***“lives enriched through wellbeing”*** in this wider, and more integrated, sense across all the South Australian communities in which we work.

For further information regarding YMCA South Australia, please visit [www.sa.ymca.org.au](http://www.sa.ymca.org.au).

#### The Y Factor

YMCA South Australia’s culture is characterised by what we call “the Y Factor” – ***“genuine care for the whole person, for every person.”*** This ethos runs deep at the Y, being evident in our rich history of positive change around the world. This kind of authentic concern for others opens the opportunity for deeper and more profound impact – both on the community’s wellbeing and our own as staff and volunteers. The YMCA is an environment in which everyone is to be recognised and appreciated as the unique and inherently valuable person they are. A place in which every person can “grow in body, mind and spirit”.

### Position Summary and Requirements

***“As a member of staff at YMCA South Australia, this position requires you to work as part of a team committed to goals and mission that actively fosters community participation and involvement.”***

YMCA Swim Teachers are an essential component in the delivery of the YMCA Swimming Lessons Program. Swim Teachers are required to maintain a thorough knowledge and understanding of all aspects of YMCA aquatic programs, educational trends and industry development.

YMCA Swim Teachers are committed to the philosophies of the YMCA swimming lessons program and the delivery of safe, effective and professional lessons.

Areas of accountability	Key duties
<b>Swim Lessons</b>	<ul style="list-style-type: none"> <li>• Construct and implement lesson plans that promote group teaching methods, combining stroke development with water safety and enhancing the developmental assets aspect of YMCA programs</li> <li>• Enhance student interaction and collaboration to ensure students meet program outcomes and continually progress through the levels</li> <li>• Display interest, enthusiasm, patience, respect and innovation to students and peers</li> <li>• Challenges and develops students' values and attitudes</li> <li>• Responsible for the safety and supervision of students in the class</li> <li>• Liaise with supervisor YMCA Aquatic Coordinator and / or Teacher in Charge around student feedback, assessments and progression</li> <li>• Complies with relevant procedures for shift covers / replacements and communicates accordingly, and be a team player with the ability to help and cover shifts where possible</li> <li>• Capable to think quickly to adapt lesson format to meet the needs of all participants at any given time</li> <li>• Understands the unique needs of families and can respond appropriately, using respectful language and exhibiting behaviour that instils trust in students and parents.</li> <li>• Teaches and models effective problem solving and conflict negotiation</li> <li>• Work within a team environment to ensure safe, timely and effective set up / lesson delivery &amp; pack up</li> <li>• Keep records of student's daily attendance via Teacher tick sheets – for accurate statistical information</li> <li>• Handle customer complaints and requests in a timely fashion as per YMCA South Australia policy</li> <li>• Maintain a working knowledge and understanding of the Centre's Emergency Action Plan</li> <li>• Perform other duties as required and comply with reasonable direction</li> </ul>

### Key Relationships

<b>Position reports to:</b>	<ul style="list-style-type: none"> <li>Swim School Manager</li> </ul>
<b>Direct reports:</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Key internal relationships:</b>	<ul style="list-style-type: none"> <li>YMCA South Australia staff and volunteers</li> <li>YMCA staff nationally</li> </ul>
<b>Key external relationships:</b>	<ul style="list-style-type: none"> <li>Patrons and key stakeholders of YMCA South Australia</li> </ul>

### Selection Criteria

#### Qualifications and Licences – Essential

- (HLTAID009) Provide CPR or equivalent
- Current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Certificate
- National Criminal History Record Check (NCHRC) – Certificate must be within six (6) months from date of issue, otherwise must renew check prior to commencement
- Working with Children Check – Child Related Screening (prior to commencement)
- AUSTSWIM Teacher of Swimming and Water Safety or Swim Australia Teacher accreditation or equivalent

#### Qualifications and Licences – Desirable

- (HLTAID011) Provide First Aid
- AUSTSWIM Teacher of Preschool and Infant Aquatics or equivalent
- AUSTSWIM Teacher of Aquatics Access and Inclusion or equivalent

#### Knowledge and Experience – Essential

- Friendly, personable and capable of communicating complex services and concepts efficiently and effectively
- Ability to multi-task, troubleshoot, and work under pressure
- Proven ability to proactively work without supervision
- Demonstrated commitment to YMCA core values, and passionate about improving the Health and Wellness of the local community
- Excellent interpersonal skills
- Must be self-motivated and can work independently and as a team member
- Experience in teaching lessons both in and out of the water
- Experience in dealing with a diverse community

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- Ability to communicate message professionally and concisely to participants whom English may not be their natural/first spoken language (desirable)
- Basic computer skills
- Experience in a customer focused role
- Experience in dealing with a diverse community

### Personal Attributes

- Demonstrates a commitment to the YMCA's mission, and can role-model the "Y Factor" to others
- Creates a fun and exciting work atmosphere that is hardworking, and goal orientated
- Demonstrated ability to work effectively both independently and as part of a team
- Creates a welcoming atmosphere by engaging all people in a friendly and approachable manner
- Works as part of a team and shows professionalism
- Punctual in both attendance on shift and attendance at staff meetings
- Promptly responds to customers' needs or concerns
- Recognises and acts on the need for support and will accept and delegate responsibility when required
- Models, demonstrates, and teaches positive values like caring, honesty, respect and responsibility
- Maintains high standards of presentation and personal grooming.

### Safeguarding Children and Young People

- **Safeguarding Children & Young People**

In order for young people to be inspired, they must Feel Safe and Be Safe. As part of our Safeguarding Strategy at the Y, we have developed our Safeguarding Framework which aspires to ensure that all Children and Young People are safe and feel safe at the Y, in their families and in their communities.

Our Safeguarding Framework aims to develop:

- A safe culture nationally which empowers Children and Young People by promoting Children and Young Person focused leadership and governance;
- Safe operations to ensure Y People have the right policies, processes and practices to keep Children and Young People safe; and
- Safe environments at the Y and in communities which empower Children and Young People to thrive.

All Y People are integral to ensuring the implementation of our Safeguarding Framework across the Y. Y People in Direct Contact Roles will do this by:

- Upholding the rights of and always acting in the best interest of Children and Young People.
- Fulfilling your responsibilities under safeguarding legislation within your State, including declaring anything you become aware of through the course of your engagement with the Y which a reasonable person would consider could impede your suitability to have contact with Children and Young People.
- Supporting your colleagues, supervisors and/or direct reports to understand their responsibilities under safeguarding legislation.

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- Participate in all required Safeguarding Children and Young People training for your role.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse or neglect in line with policies and procedures.
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices.
- Maintaining appropriate vetting checks including, but not limited to, Working with Children Checks (or equivalent), National Police Check and International Police Check (as required).
- Support the facilitation of safe operations to ensure Y people have the right policies, processes, and practices to keep children and young people safe.
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures, and practices.
- Speaking up about any safeguarding risks and/or concerns to ensure that you are supporting the continuous improvement of our spaces and safeguarding practice.
- Complete appropriately detailed risk assessments to address any vulnerabilities to children and young people as required.
- Empower all children and Young People to have a voice particularly in matters that affect them.
- Actively educate, promote and advocate the protection and safety to all children and young people, families and their communities

### Work Health and Safety

You will be required to:

- Familiarise yourself with all policies, procedures, and work practices of YMCA South Australia.
- Maintain currency of knowledge in relation to work health and safety.
- Maintain a working knowledge and understanding of your centre's Emergency Action Plan.
- Take responsibility for your own health and safety and the safety of the work environment.
- Ensure that your actions and omissions do not adversely affect the health and safety of other persons.
- Comply with all reasonable instructions in relation to work health and safety, including YMCA South Australia's policies and procedures as amended from time to time.
- Assist YMCA South Australia to provide an inclusive workplace by adhering to YMCA South Australia's Access and Inclusion Policy and applicable equal opportunity laws as amended from time to time.
- Inform your manager of any issues or concerns that may affect your ability to perform your role safely.
- Promote a positive safety culture by contributing to the health and safety consultation, communication and action
- Respond to plant and building emergencies and act as chief warden in an emergency evacuating the Centre if required.

### Approval of Position Description

**Date created or revised:**

18 November 2022

**Version Date:** 18 November 2022

**Position Description:** Swim Teacher

<b>Approved by:</b>	Srbijanka Rajic – Head of People and Safety
<b>Signed:</b>	

### Acknowledgement of Incumbent

I acknowledge that I have read and understood the requirements of this position.

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	