

## Your Position

<b>Your job</b>	<b>Swim Instructor / Lifeguard Kaiako Kauhoe/Pouora</b>
<b>Your group</b>	Community & Partnerships
<b>Your team</b>	Recreation Porirua
<b>Your manager</b>	Swim School Manager, Melissa Brosnahan
<b>Your base</b>	Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our strategic priorities are to:

- Invest in 3 waters infrastructure and catchment restoration
- Proactively respond to the climate crisis
- Advocate for and provide a safe, healthy and thriving community; and
- Put our children and young people at the heart of the city

### How we work together:

- Whakakotahi - Team up  
Mā te mahi tahi e puta ai he hua ki tō tātou hapori  
Together we make a difference for our community
- Mahi Atamai - Work smart  
Ka whakapātari i a tātou anō kia pai ake ai ngā hua  
We challenge ourselves to do things better
- Whakatinanatia - Make it happen  
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga  
We use our energy and skills to get things done

## Your team's purpose

Community & Partnerships purpose is to:

- lead Council's strategic initiatives that support and manage business and commercial growth
- strengthen strategic relationship management for Council and maintain oversight of the partnership with Ngāti Toa Rangatira
- lead the Council's partnership approach with key stakeholders and community groups
- deliver community services, including library, recreation and cultural services
- coordinate and promote the democratic processes of the Council.

## Your purpose

The Swim Instructor / Lifeguard's role is to:

- assist in the provision of quality Aquatic Programmes.

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"> <li>• None</li> </ul>
Your indirect reports	<ul style="list-style-type: none"> <li>• None</li> </ul>
External people and groups	<ul style="list-style-type: none"> <li>• members of the public, community groups</li> <li>• Skills Active, schools</li> <li>• swim clients and Swim clients' parents</li> <li>• Swimming NZ, other local authorities</li> </ul>
Internal people and groups	<ul style="list-style-type: none"> <li>• Executive Leadership Team, managers and staff at all levels of the organisation</li> </ul>

## Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> <li>• The preparation of instructional Aquatic programmes</li> <li>• Monitoring of class participation</li> <li>• Assisting in the areas of programme administration where required</li> <li>• Undertaking lifeguarding duties when required (competent and professional supervision of pool customers)</li> <li>• Provide professional, well-structured classes which stimulate and challenge participants</li> <li>• Ensure class structure is appropriate to the type of participants</li> <li>• Ensure all classes start on time, with any equipment prepared in advance</li> <li>• Report programme details to the Swim School Management as required</li> <li>• Administration duties as required</li> <li>• Utilise first aid, rescue, and resuscitation techniques where required</li> <li>• Maintain professionalism at all times with each association</li> <li>• Ensure the security of all equipment provided for the programmes and report any breakages to the Dash Swim School Management. Staff uniforms will be provided and should be worn at all times. They are to be returned at the cessation of employment with the Council. Any shared equipment is not to be removed from the venue of the programme (unless by arrangement with the Dash Swim School Manager)</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertake the enforcement of the Council's bylaws relating to recreational facilities and of such other restrictions or limitations as the Council may from time to time impose</li> <li>• The employee shall protect the Council's interests when any organisation is using the facility</li> <li>• Plan and programme small events or programmes as directed by the Swim School Management</li> <li>• Participate in internal committees and teams to ensure workplace is fun, functional and safe place to work</li> <li>• When lifeguarding supervise patrons using the various facilities. Supervision includes scanning poolside in order to: prevent accidents from happening, identifying and escalating potential hazards and responding to emergencies in accordance to the pools emergency response plan</li> <li>• Administering first aid and emergency procedures when required and in accordance to the pools emergency response plan</li> <li>• Committing to the roster and being punctual at all times</li> <li>• Conduct water testing in accordance to the pools operational standards</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event</li> </ul>

## Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> <li>• Rapport with children and enthusiasm for their skill development</li> <li>• Proven experience in the delivery of exceptional customer service</li> <li>• Confident communicator able to deal with disputes/conflict in a level-headed manner</li> <li>• Able to meet the physical demands of the role</li> <li>• Have a high level of initiative</li> <li>• Able to problem solve and manage their time effectively</li> <li>• Able to work autonomously whilst also contributing effectively to a team</li> <li>• Willing and able to understand and enforce rules and regulations</li> <li>• Able to be flexible with rostering requirements</li> <li>• Understanding and commitment to health and safety in the workplace</li> <li>• Understanding and commitment to diverse workplaces</li> <li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues</li> </ul>
It'd be great if you also have:	<ul style="list-style-type: none"> <li>• Ideally worked in an aquatic/recreation workplace previously</li> <li>• First Aid and National Lifeguard Award (Pools) and a tertiary recreation qualification is desirable</li> </ul>

Last updated June 2021



Porirua City Council supports an inclusive & welcoming environment & is a member of Diversity Works.