# Your Position

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| **Your job** | **Swim Instructor**<br>**Kaiako Kauhoe** |
| **Your group** | Community & Partnerships |
| **Your team** | Recreation Porirua |
| **Your manager** | Team Leader Swim School |
| **Your base** | Council premises within 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:**

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our 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 role is to:

- deliver professional swimming lessons, teaching children of all ages water safety skills

## Who you'll be working with

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| Your direct reports | • None |
| Your indirect reports | • None |
| External people and groups | • members of the public, community groups<br>• Skills Active, schools<br>• swim clients and Swim clients' parents<br>• Swimming NZ, other local authorities |
| Internal people and groups | • Executive Leadership Team, managers and staff at all levels of the organisation |

## Your responsibilities

| What you'll do | How you'll do it |
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| Operational Delivery | • Instruct swimming lessons from within the pool, teaching children of all ages how to be safe in the water, how to swim and basic swimming strokes.<br>• Be responsible for your own class teaching water safety skills to a small group of children<br>• Provide professional, well-structured and engaging classes which stimulate and challenge participants<br>• Monitoring of class participation<br>• Liaising with parents and caregivers of the children to provide progress updates and answer general questions relating to their child's swimming lessons<br>• Assisting in the areas of programme administration where required<br>• Ensure class structure is appropriate to the type of participants<br>• Ensure all classes start on time, with any equipment prepared in advance<br>• Report programme details to the Swim School Management as required<br>• Use all swim school equipment with care and ensure the equipment is used appropriately during lessons and put away correctly in a tidy manner, report any breakages to the Team Leader Swim School.<br>• All Swim Instructors will be provided with uniforms that must be worn at all times.<br>• Assist with small events, such as prizegiving, as directed by the Swim School Management team<br>• Administering first aid and following emergency procedures when required and in accordance with the pool emergency action plan<br>• Committing to the roster and being punctual at all times<br><br>**Lifeguarding**<br><br>**For those who are qualified lifeguards, lifeguard shifts can be mutually accepted from time to time and those shifts include these additional duties:**<br><br>• Undertaking lifeguarding duties providing competent and professional supervision of pool patrons using the facility. Supervision includes scanning poolside in order to prevent accidents from happening, identifying and escalating potential hazards and responding to emergencies in accordance with the pool's emergency action plan<br>• Utilise first aid, rescue, and resuscitation techniques as a qualified First Aider where required<br>• Conduct water testing in accordance with the pool's operational standards |
| Relationship Management | • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive |
| Corporate Responsibilities | • Willingly undertake any duty required within the context of the position<br>• Adhere to our Code of Conduct<br>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event |

## Your skills, experience and qualifications

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| It's essential that you have: | • Enjoy working with Tamariki<br>• The ability to motivate and teach water skills to children in small groups or one-on-one<br>• Proven experience in the delivery of exceptional customer service<br>• Confident communicator able to deal with disputes/conflict in a level-headed manner<br>• Able to meet the physical demands of the role, including being in water for extended periods of time<br>• Able to meet the police vetting requirements under the Children's Act 2014<br>• A positive can-do attitude<br>• Proven reliability, punctuality and the ability to manage your time effectively<br>• Able to work autonomously whilst also contributing effectively to a team<br>• Able to be flexible with rostering requirements<br>• Understanding and commitment to health and safety in the workplace<br>• Understanding and commitment to diverse workplaces<br>• Understanding and commitment to the Treaty of Waitangi and bicultural issues |
| It'd be great if you also have: | • Ideally worked in an aquatic/recreation workplace previously<br>• First Aid Certificate<br>• National Lifeguard Award (Pools) |

Last updated October 2023

MEMBER OF DIVERSITY WORKS NZ

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