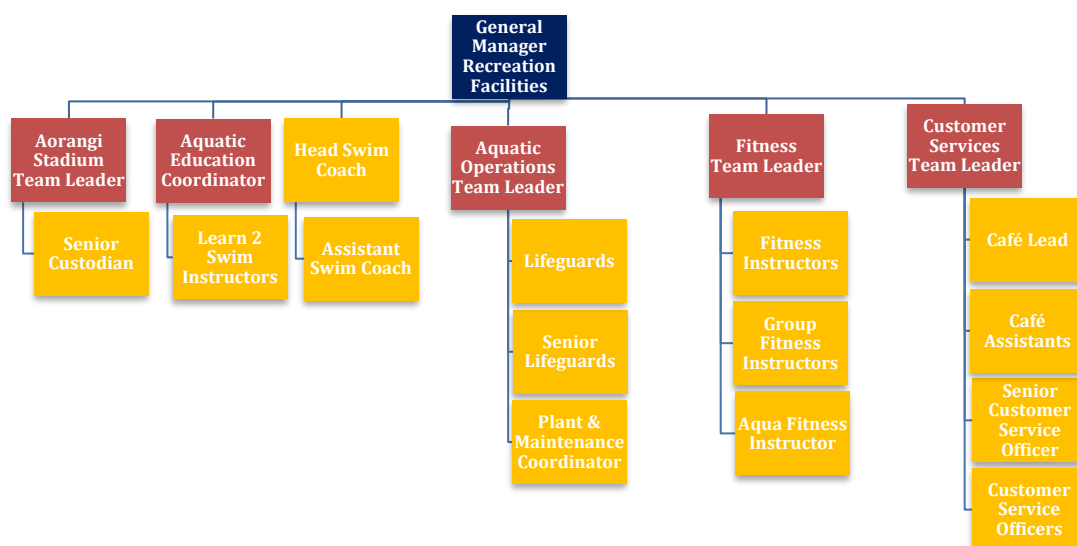


Position Description: Learn 2 Swim Instructor

Business Group	Recreation Facilities
Reports To	Aquatic Education Coordinator
Direct Reports	Nil
Date	September 2025
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Position

The purpose of the Learn 2 Swim Instructor position is to plan, deliver and supervise high quality Learn 2 Swim programmes to Aquatic Centre customers in a safe, professional and effective manner that promotes learning, enjoyment and safety.

Key Relationships / Customers

External	Internal
Swim School Customers	Recreation Facilities General Manager
Aquatic Centre customers	Aquatic Education Coordinator
School groups	All CBay Aoraki Trust Centre staff
Community groups	All TDC staff

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. Effectively deliver our Swimming NZ Gold accredited Learn 2 Swim programme to ensure participants develop the skills and confidence to progress through each level.
2. Effectively deliver our Water Skills For Life programme to schools to ensure participants have a good understanding of Water Safety.
3. Adapt the Learn 2 Swim programme where necessary to ensure each individual participants needs are met.
4. Accurately assess the progress of participants and ensure they are meeting expected milestones and achieving increased swim skill levels.
5. To be an engaging and communicative teacher.
6. Develop positive and on-going relationships with both children and parents to ensure long term attendance.
7. Actively engage in setting own goals and objectives.
8. Complete administrative tasks and assist with other duties as reasonably required by the Aquatic Education Coordinator.
9. Ensure Health and Safety practices, procedures and policies are adhered to at all times. Actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency. Actively engage in setting own goals and objectives
10. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
11. Be actively involved in Civil Defence Emergency Management when required.

12. Live the COSI values; Customer Focus, One Team, Success and Integrity and consciously create a team culture that is consistent with the overall organisations values and above the line behaviours.
13. Commitment to the principles of the Treaty of Waitangi

Formal Qualifications / Training / Experience

Minimum Qualification	NCEA Level 2.
Desired Qualification	Current Swim Instructors Certificate and First Aid Certificate.
Minimum Experience	Experience working with or looking after children.
Desired Experience	Teaching and/or swimming development experience with behavioral management skills.
Mandatory Training requirements (these may be reviewed and updated from time to time)	First Aid.

Key Competencies / Skills / Knowledge

- An inspirational teacher, passionate about teaching a diverse range of Aquatic Centre customers , from babies to adults, providing a gold quality Learn to Swim programme.
- Proven ability to swim proficiency in a range of swimming strokes
- Demonstrated commitment and ability to provide excellent customer service.
- Excellent public relations and collaboration skills with the ability to de-escalate a volatile situation.
-
- Ability to work positively and effectively in a team environment as well as the ability to work alone effectively.
- Well organised and good at planning, self motivated with strong time management skills.
- Excellent communication skills both written and oral are essential, including good computer skills.
- High level of honesty, integrity, confidentiality and a trustworthy manner .
- Drivers licence.
- First aid certificate.

General Manager Recreation Facilities

Learn 2 Swim Instructor

Date

Date