

# Positions Vacant

Community Aquatics (CA) is currently looking for energetic  
Water Education and Youth Services Coordinator.

## Water Education & Youth Services Coordinator

- Type of Position:** Full-Time
- Rate of Pay:** As per experience, according to the Fitness Industry Award
- Position Objective:** The Water Education & Youth Services Coordinator is responsible for development, delivery and oversight of the Community Aquatics;
- First Splashes Learn to Swim and Water Safety Program
  - School Programs
  - Youth/ Community Events and Promotions, including;
    - Blow Up the Pool - Inflatable Days
    - Children's Birthday parties
    - Family Nights
    - Junior Coaching activities
    - Swim Club services
  - Other specialty services aimed at clients under 17yrs of age.
- The above activities occur at the below listed facilities.
- Batemans Bay Swimming Pool; 12 Vesper St, Batemans Bay NSW 2536
  - Moruya Swimming Pool; Shore Street, Moruya NSW 2537
  - Narooma Swimming Pool; Bluewater Dr, Narooma NSW 2546
- Position Objectives:** This position reports to the Regional Contract Manager.
- This position will ensure that all staff are qualified, well versed in programs and rostered accordingly to ensure that water education, youth services and events are delivered of the highest quality.
- The position will be able to demonstrate strong leadership capabilities whilst being willing to be hands-on with the day-to-day business operations and teaching and coaching requirements.
- Your duties are those described below.
- Overall development and performance of the programs and events focused towards Youth.
  - Work with the overall business to ensure the swim school, local schools, coaching, youth/family activities are operating at optimum efficiency
  - Interact with clients.
  - Process and manage customer requests, queries and complaints.
  - Work with the manager to coordinate staff procedures, training and rosters
  - Liaise with facility operation staff regarding pool and facility maintenance requirements.
  - Responsible for outstanding client accounts and regular communication strategies about the programs
- Key Responsibilities:** Administration Duties
- Participate in the development of learn to swim lesson plans for each program level
  - Help to set up and pack away teaching/ coaching equipment
  - Complete administration for lessons and coaching as per procedures
  - Assist with marketing campaigns and strategies that may be employed periodically
  - Facilitate four annual development education initiatives and/or specific training targeted at the needs of specific Teachers/ Coaches/ Staff/ Life Guards
  - Facilitate and perform customer service, program administration and reception duties
  - Arrange and coordinate event and carnival requirements
- Professional Expectations
- Maintain a professional approach by adhering to the workplace values and teamwork.
  - Participate fully in staff meetings
  - Communicate and interact in a professional manner with customers, parents, children and team members.
  - Maintain a standard of dress that is in keeping with the industry and expectations of the facility.
  - Ensure the safety of all participants at all times

- At all times keep all communal and personal work areas clean and tidy.

#### Youth Programs Expectations

- Promote and advertise programs, services and events specifically targeted to patrons under 17yrs of age and their families. Including: school events, birthday parties and kids karaoke, inflatable events and pool movie nights

#### Water Education Instructor Expectations

- Actively deliver Water Safety Classes – between 12-18hrs per week
- Development and mentor new staff
- Manage class assessments and student progress

### **Qualifications and Experience**

The following qualifications and experience are required for the position:

- Teacher of Swimming / Swim Instructor qualification (either AUSTSWIM/ SWIM AUSTRALIA)
- CPR certification.
- Working with Children Check
- Ability to identify issues and problem solve accordingly.

The following qualifications and experience are desirable for the position:

- Pool Life Guard Certificate OR ASCTA Coaching Licence
- Experience in a similar role
- Experience in Occupational Health & Safety standards

### **How to Apply**

- Send your 1-page cover letter and 2-page resume (maximum) to [jobs@communityaquatics.com.au](mailto:jobs@communityaquatics.com.au)
- Applications Close: Please enquire today