

Kiama Council

JOB DESCRIPTION

POSITION TITLE: AQUA INSTRUCTOR
GRADE: N/A
DEPARTMENT: LEISURE CENTRE
ACCOUNTABLE TO: LEISURE CENTRE MANAGER
DATE: 3rd March 2008

OBJECTIVES

1. To ensure that all patrons undertaking Aqua classes do so in a safe manner
2. Liaise and communicate with Centre Manager and Aerobics Co-ordinator regarding the running of Aqua Classes, any problems etc
3. To communicate positively with the public
4. To commit to ongoing professional development.

SCHEDULE OF DUTIES

1. Ensure equipment set up is safe for users and be responsible for equipment when in use
2. Screen participants before the start of each class
3. Remind participants to bring a drink bottle
4. Once patrons have left, area is clean, equipment used is returned to storeroom or appropriate place.
5. Ensure tape deck is turned off if required
6. Communicate with Aerobics Co-ordinator or Centre staff regarding problems, equipment broken etc
7. Keep all Qualifications current and attend update courses when required
8. Be available for staff meetings or specified in-service training.
9. Notice to be given of sickness or the inability to attend, and where possible find a replacement.
10. Maintain good public relations in a positive manner.
11. Arrive at least 10 - 15 minutes before each class commences to allow time to set up equipment carefully, cue tapes and talk to participants
12. Stay after class to answer any questions or concerns the participants may have

MULTISKILLING CLAUSE

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

I accept the responsibility for achieving the above duties and understand I am accountable for their achievement.

Accepted

Date

Supervisor

Date