



City of
Kalgoorlie
Boulder

Position Description

Position Title: Swim School Instructor Casual

Position Details

Position Number	2444
Position Classification	Level 3/1 – 3/7
Status	Casual
Directorate	Corporate & Commercial
Work Location	Goldfields Oasis
Reports To	Senior Officer Swim School
Supervisory Responsibility	No direct/indirect supervisory responsibilities

Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

MISSION

"Working together for the place and people we call home."

Position Overview and Purpose

This position is responsible for teaching and assessing swimming and aquatic survival skills to the students of the Goldfields Oasis Swim School.

Position Accountabilities

Key accountabilities

- Plan and conduct high quality swimming lessons including updating and modifying teaching techniques as required.
- Provide information to of students to Senior Officer Swim School/Pool Deck Supervisor regarding student's progress.
- Maintain the highest standard of safety for the students being taught.
- Correct and/or report any unsafe conditions around pool deck.
- Establish and maintain the highest standards of customer service, public relations and a friendly disposition towards all Centre patrons.
- Work in cooperation with the Senior Officer Swim School and other swim school instructors to continually develop and improve the Oasis Swim School.
- Maintain accurate records of participants and other paperwork as requested.
- Ensure Swim School resources are used, maintained and stored correctly.
- Sufficient notice is given to Senior Officer and Pool Deck Supervisor prior to being absent from a rostered shift.

Key Performance Indicators

- Attend a minimum of 2 Team Meetings annually
- Contribute to reviewing and creating lessons plans quarterly
- Maintain an attendance rate of at least 90% for all rostered shifts

Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.
- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor.
- Apply legislation and Council policy direction to decision-making with guidance from the supervisor.
- Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes.

Skills & Knowledge

- Current Swimming accreditation; AustSwim, Swim Australia, Australian Swimming Coaches and Teachers Association (ASCTA), Active Training or similar accreditation.
- Current HLTAID009 Provide Cardiopulmonary Resuscitation Certificate.
- Current Working with Children check.
- Current satisfactory National Police Clearance.
- Current WA "C" Class driver's licence.



Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate Responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.

