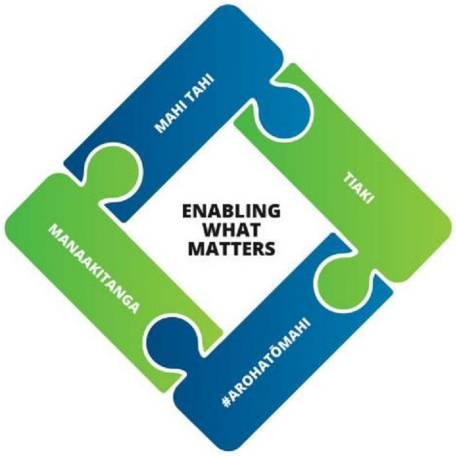
Horowhenua DISTRICT COUNCIL

Position Description

Aquatics Education Instructor



MANAAKITANGA
We put our people first and show them they matter, through being caring and whanau focused.

MAHI TAHI
We are one team, stronger together as we work with our community to deliver outcomes that matter.

AROHATŌMAHI
We love our mahi and know it matters, that is why we do what we say we are going to do, with energy and enthusiasm.

TIAKITANGA
We proudly and professionally contribute every day, to a future that matters, with courage, positivity and mana.

POSITION DETAILS

REPORTS TO	Aquatics Education Coordinator
GROUP	Community Experience & Services
DIRECT REPORTS	Nil
FINANCIAL DELEGATION	NIl
WARRANTS REQUIRED	Nil

PURPOSE OF POSITION

As a member of the Aquatics Horowhenua team this role is responsible for the planning and delivery of Aquatic programmes to an acceptable standard. You will provide high quality and professional instruction and coaching of Swim NZ curriculum ensuring all participants are being coached for the appropriate level and ability. Play a key role in promoting Aquatics programs by communicating with schools and community groups to foster great relationships.

KEY ACCOUNTABILITIES

AREA	EXPECTED OUTCOMES
MAKING WORK EASY	**PLAN & DELIVER** Plan, evaluate and revise Swim School curriculum, course content, methods of instruction and teach scheduled learn to swim classes. Provide classes and instructions in accordance with the NZ Swim Teachers procedures and guidelines. Maintain minimum qualifications and training as required by Swimming NZ and internal standard operating procedures. Prepare appropriate equipment, programme and information for all of your classes. Observe and evaluate individual's abilities needs and physical conditions and offer coaching as required. Monitor participant's progress and plan programs to suit abilities and progression. Maintain continuous surveillance of learner behaviour and all participants' safety. Complete assessments and awards as per the set requirements. Assist in the development of promotional material and the delivery of evens and programs with a view of maximising participation. Prepare input an feedback for inclusion in public newsletters and other advertising documentation. Market initiatives and promote Swim School, aquatic and recreation programmes to encourage customers to enjoy the benefits of an active lifestyle.
	HEALTH, SAFETY AND WELLBEING

	Explain and give clear boundaries of safety rules and regulations. Alert and work with Lifeguards to assist with any first aid or emergency that may arise. Caution learners regarding unsafe practices and safety hazards. Ensure all pool equipment is stored safely and that nay movable items are kept in a safe please. Maintain competence in both wet and dry techniques and water safety skills. Active participation and engagement in HDCs health, safety and wellbeing practices and projects.
	CIVIL DEFENCE Assist with Emergency events as required. Attend relevant training as required.
	PERSONAL DEVELOPMENT Proactively engage in ongoing personal development by having an appropriate development plan and seeking feedback to help develop and grow.
GROWING GREAT PEOPLE	**RELATIONSHIP MANAGEMENT** Develop meaningful relationships with the Community and deliver in a proactive collaborative way where both the community and customer expectations are met in line with Council's Strategic goals and adopted policies**.**
WHAKAWHANAUNGATANGA	**CUSTOMER FOCUS** Ensure services are delivered in an effective and customer focused way, and that effective working relationships are maintained with key stakeholders Communicate all aquatics rules and expectations to customers in a professional manner
	COUNCIL CONTRIBUTION Deliver on overall Council contribution when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis.
	CONTINUOUS IMPROVEMENT Identify continuous improvement practices to support implementation delivery of the Group and Council's overall business. Develop and maintain professional knowledge and contacts.
LIFTING PERFORMANCE	**VALUES** The best interest of the organisation are represented at all times ensuring HDC values are reflected in behaviours and professional delivery of role.
	ADDITIONAL DUTIES Complete other duties that may be required

SKILLS, KNOWLEDGE & EXPERIENCE

EXPERIENCE – Sound knowledge of planning and delivering classes to participants. Hold Swimming NZ STA or AUSTSWIM Teacher of Swimming and Water Safety Qualification. Current First Aid certificate. Strong focus on people and programme management. Background in business development would be advantageous. Current full Driver License.

KNOWLEDGE – Excellent working knowledge of the Local Government Act and Government procedures, protocol and Policies. Planning and delivery of fitness & swim school programs.

ORGANISATIONAL SKILLS - demonstrate sound organisational skills to manage and prioritise multiple projects and tasks,

INTEGRITY – High level of professionalism and confidentiality.

ACHIEVEMENT - Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations.

COMMUNICATION - Communicate in a clear, confident and articulate manner and is effective at influencing others. Has strong coordination, teaching and communication skills with knowledge of sound ways to inform audiences (individuals or groups) through written, oral and visual media.

IMPLEMENTATION - Is reliable, detail-focused and meticulous. Follows through on plans to ensure they are carried out accordingly.
RESILIENCE - Remains calm, composed, and optimistic in stressful or high pressure situations.
SELF-INSIGHT - Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.
STRATEGIC AGILITY - Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.
BUSINESS ACUMEN- Maximise returns in the business is future-orientated and strategic and seeks areas for business improvement.
TEAMWORK - Supports and collaborates with team members to achieve targets.
GROWTH MIND SET – Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts and jargon.

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana

With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.



Signed By: *Ellsie Brownie*
Email: *ellsiebrownie@outlook.com*
Date: *03 February 2026 03:52:52 PM*