

## Position description

<b>Position title:</b>	Pool Coordinator	<b>Date:</b>	August 2021
<b>Level:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 – Level 4	<b>Salary:</b>	Award rate with relevant penalties
<b>Reports to:</b>	Operations Manager	<b>Dept:</b>	Operations
<b>Approved by:</b>	Chief Executive Officer	<b>Supervises:</b>	Nil

### Primary Purpose of the Position

The primary role of the Pool Coordinator is to deliver a high level of service at Yuendumu Community Pool.

- To ensure effective operation of the Pool and supervision of its patrons
- To provide supervision and leadership to Pool lifeguards and other staff
- To ensure the Pool is maintained to the highest standard
- To promote Pool services to Warlpiri communities
- To encourage healthy activity within the Pool and Pool surrounds

### Reporting relationships

The Pool Coordinator reports directly to the WYDAC Operations Manager.

### Primary duties

The following areas are critical to the role and constitute the primary duties required to be successful in fulfilling the duties associated with this position and other duties as directed.

## Operations

- Supervise pool opening and closing
- Ensure opening hours are adhered to including public hours, agency hours and lap swimming
- Take all reasonable care to ensure safety of self, staff, contractors and users of the facility in accordance with WYDAC safety procedures
- Supervise pool activity
- Ensure all patrons adhere to pool rules, as displayed in the facility
- Supervise staff and provide feedback/training as appropriate
- Control all emergency situations in the facility
- Ensure the quality of the water and hygiene of the facility is maintained to a high standard and in compliance with legislative requirements
- Responsible for stock control and other aspects of plant operation, water treatment and recording daily tests
- Ensure all plant room checks are done and recorded in the appropriate logbook
- Report any unsafe conditions to the Operations Manager for attention
- Carry out minor maintenance on equipment, and refer equipment problems to consultant
- Ensure facility security and adequate supervision at all time
- Ensure adequate maintenance of pool grounds

## Administration

- Maintain strong links with relevant agencies to ensure all problems with pool plant and equipment is addressed promptly
- Maintain strong links with other community/regional agencies regarding pool use and training
- Supervise and maintain pool grounds Recruit and manage Pool staff to ensure adequate competency and staffing levels and at all times
- Enter all data into program database for operational reporting
- Prepare quarterly operational reports to Operations Manager
- Document water quality and analysis testing
- Manage all QC tasks and requirements
- Manage bookings for the facility
- Facilitate training for staff
- Liaise with WYDAC and Pool Committees on all matters affecting the operation of the Pool
- Manage relationships with key stakeholders eg Royal Life Saving Association of Australia, Central Desert Regional Council, Yuendumu, Willowra, Yuelamu and Nyirripi Schools, Childcare, Pre-school
- Conduct regular pool safety audits, as per the WYDAC Internal Audit Register

## **Customer Service**

- Ensure a pleasant and welcoming reception to all users of the facility
- Deal with requests for information over the phone and in person
- Monitor attendance of school children as per the 'Yes school, yes pool' policy
- Facilitate swimming and water-safety training for users

## **Occupational Health & Safety**

- To observe all safe working practices as outlines in WYDAC policies and procedures
- Report all accidents, incidents and hazardous situations arising in the course of your work
- Ensure all recommendations of RLSSA report Aquatic Facility Safety Assessment: Safety Improvement Plan, April 2021 are implemented.

## **Key job competencies**

### **Qualifications, knowledge and skills and experience**

#### ***Essential criteria***

- Current NT Swimming Pool Operators Certificate 11
- Current RLSSA Bronze Medallion and Pool Life Guard Certificate
- Current St John's Senior First Aid qualification
- Austswim or Swimming Instruction Qualifications
- Knowledge of Workplace Health and Safety, Equal Employment Opportunity and Anti- Discrimination.
- Sound knowledge of public swimming pool plant and equipment and principles and practice of filtration and circulation
- Sound knowledge of the Health Act (Swimming Pools)
- Knowledge and understanding of Aboriginal and Torres Strait Islander communities and cultures and an understanding of the health issues affecting Aboriginal & Torres Strait Islander people.
- Possession of a current 'C' Class Manual Driver's License and must be able to drive a manual 4WD (mandatory)
- Ochre Card – Working with Children Check NT (or ability to obtain)
- Ability to undertake overnight travel to Warlpiri communities (mandatory)
- Eligibility to work in Australia (mandatory)

Applicants will be required to obtain a criminal history check and Working with Children clearance – Ochre Card (on acceptance of position, and conditional to contract offer).

#### **Desirable criteria**

- Experience working in remote locations.

**Endorsement**

The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature (CEO) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.