

<b>Designation:</b>	<b>Senior Recreation Officer</b>
<b>Grade:</b>	<b>Stroud 2</b>
<b>Hours:</b>	<b>37 hours</b>
<b>Location:</b>	<b>The Pulse Dursley</b>
<b>Job Purpose:</b>	<b>Provide competent swimming instruction at all levels of the swim England learn to swim programme. Provide pool supervision to both family and specialised swimming sessions. To act as a mentor &amp; training advisor to newly qualified teachers and lifeguards.</b>
<b>Responsible to:</b>	<b>Duty Manager</b>
<b>Responsible for:</b>	<b>No supervisory responsibility</b>

## KEY DUTIES

- To be customer focussed (representing all members of the community) and ensure that the widest possible access is available to the facility.
- To lifeguard the pool programme and ensure public safety
- To deliver the programme, carry out duties including setting up / down equipment, cleaning and maintenance as required.
- To deliver all levels of the learn to swim programme and provide a senior presence on poolside
- Work where tasks are interchanged but the programme of tasks is not normally interrupted.

## SKILLS AND KNOWLEDGE

- NPLQ qualification current and valid
- Level 2 swimming teacher or working towards the qualification
- GCSE English and Maths
- Experience of working with the public
- Excellent communication skills both verbally and non-verbally
- Ability to undertake work which encompasses a range of tasks involving the application of readily understood rules, procedures or techniques.

## COMPLEXITY AND CREATIVITY

- Responds to relatively complex queries and complaints in a timely, clear and

professional manner

- Assist your manager in ensuring that a positive team ethos is engendered and maintained. Be a positive team member.
- Grasp opportunity for creative or innovatory thinking.

## JUDGEMENT AND DECISIONS

Work is carried out within clearly defined rules or procedures and advice is available if required.

## CONTACTS

- Members of the Council
- Members and staff of other local authorities / partner agencies
- Suppliers and contractors
- Members of the public

Routine or incidental contacts involving the exchange of information on non-contentious matters.

## RESOURCES

Little or no responsibility for physical or financial resources.

## TRAVEL DESIGNATION

Casual

## MISCELLANEOUS

- Enhanced DBS check required

## GENERAL

- To work with communities sometimes outside normal office hours, including

weekends.

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*