



# Shire of Leonora

## Our Vision:

*"That the Shire of Leonora is a proactive, sustainable, safe, friendly, and prosperous place to be."*

## POSITION DESCRIPTION

|                         |  |
|-------------------------|--|
| <b>POSITION TITLE:</b>  | Recreation and Aquatic Centre Coordinator            |
| <b>DIVISION:</b>        | Community Service                                    |
| <b>EMPLOYMENT TYPE:</b> | Full time  |
| <b>AWARD/AGREEMENT:</b> | Local Government Officers (WA) Award 2021<br>Level 4 |

### POSITION OBJECTIVES

- Ensure the effective day-to-day operation and maintenance of the Recreation and Aquatic Centre, ensuring facilities meet all safety, hygiene, and functionality standards.
- Develop and implement operational plans to maximise the centre's usage and efficiency, including scheduling of activities, programs, and events.
- Collaborate with schools, local organizations, and community groups to develop and promote inclusive programs tailored to the needs of diverse user demographics.
- Ensure the centre complies with all health and safety regulations, including water quality standards, staff certifications, and emergency response procedures.
- Conduct regular safety audits and risk assessments to maintain a safe environment for staff and patrons.
- Design and implement recreational and aquatic programs to meet the needs of the community, including fitness classes, swimming lessons, sports leagues, and seasonal events.
- Monitor program performance and adapt offerings based on community feedback and participation trends.
- Oversee the maintenance, repair, and development of the centre's facilities and equipment, ensuring long-term sustainability and functionality.
- Maintain high levels of customer satisfaction by ensuring staff provide excellent service and addressing patron feedback promptly and effectively.

### EXTENT OF AUTHORITY

- Liaise directly with Manager Community Service in all work-related matters. Also liaise with Chief Executive Officer, particularly in the absence of the Manager Community Service.
- Report recommendations to Manager Community Service for approval

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- Carry out all duties to required standards and legislative / regulatory requirements, in a manner ensuring safety of both the public and council employees

## **ORGANISATIONAL RELATIONSHIPS**

**Position reports to:** Manager Community Service

**Supervision of:** Casual Lifeguards

**Internal Liaison:** Council staff

**External Liaison:** Tourists/Visitors  
Residents and General Public  
Consultants and Contractors  
Council suppliers, debtors and creditors  
Other government organisations

## **KEY DUTIES/RESPONSIBILITIES**

Under the direction of the Manager Community Service, key duties will include:

- Oversee the daily operations of the Recreation and Aquatic Centre, ensuring all facilities and programs run efficiently and effectively.
- Develop and implement operational schedules, including facility bookings, staff rosters, and program timetables.
- Ensure the centre is clean, safe, and presentable at all times, meeting industry and regulatory standards.
- Design, promote, and deliver recreational and aquatic programs that cater to diverse community needs, including sports, fitness, swimming lessons, and special events.
- Engage with community members, schools, and local organizations to foster partnerships and encourage facility usage.
- Ensure compliance with all health, safety, and environmental regulations, including regular safety checks, risk assessments, and adherence to pool safety standards.
- Oversee staff certifications (e.g., lifeguarding, first aid, and CPR) and ensure emergency response plans are up-to-date and practiced regularly.
- Monitor and maintain water quality and ensure pool maintenance aligns with health regulations.
- Foster a positive and inclusive workplace culture that prioritizes teamwork and customer service excellence.
- Deliver exceptional customer service, ensuring patrons have a positive experience and that issues are resolved quickly and effectively.
- forums.

## CAPABILITY REQUIREMENTS

### Knowledge and Skills

- Sound interpersonal, oral and written communication skills
- Knowledge of computer systems, including Microsoft Office applications.
- Proven time management skills (including ability to remain well organised under pressure), and ability to work autonomously when required.
- Demonstrated commitment to high levels of customer service (including ability to deal with difficult customers)
- Demonstrated ability to work as part of a team and participate positively in workplace change
- Working knowledge of the provision of the Health Act, Regulations and By-laws applying to the maintenance and operation of public swimming pools.
- Working knowledge of the conduct of water chemistry tests
- Working knowledge of the operation and maintenance of water treatment plant
- Working knowledge of the safety procedures and requirements for the handling of hazardous chemicals for water treatment.
- Experience with requirements and practices for transparent cash handling and reporting procedures
- Working knowledge and understanding of the operation and obligations of Local Government practices and procedures, primarily following procedural requirements within delegated levels of authority
- Understanding of records management systems & compliance with State Records Act 2000.

### Qualifications/Training

- Current National Police Clearance
- Current 'C' class motor drivers' licence
- Hold a certificate of competency as a qualified person in accordance with the Health Act (Swimming Pool) Regulations 1964 issued by the Executive Director Public Health WA.
- Current Provide First Aid
- Current Lifeguard License

## KEY SELECTION CRITERIA

Selection will be based on the applicant's ability to demonstrate that they can meet the skills, knowledge, qualifications, and experience criteria listed below and contained in the Position Objectives.

**The following criteria are considered highly desirable for the full functioning of the position:**

- Sound interpersonal, oral and written communication skills
- Knowledge of computer systems, including Microsoft Office applications.
- Proven time management skills (including ability to remain well organised under pressure), and ability to work autonomously when required.
- Demonstrated commitment to high levels of customer service (including ability to deal with difficult customers)
- Demonstrated ability to work as part of a team and participate positively in workplace change
- Working knowledge of the provision of the Health Act, Regulations and By-laws applying to the maintenance and operation of public swimming pools.
- Working knowledge of the conduct of water chemistry tests
- Working knowledge of the operation and maintenance of water treatment plant
- Working knowledge of the safety procedures and requirements for the handling of hazardous chemicals for water treatment.
- Experience with requirements and practices for transparent cash handling and reporting procedures
- Experience as manager or assistant pool manager in country or remote areas.
- Experience dealing with the diversity of various cultures

**The following criteria are considered highly desirable for the full functioning of the position:**

- Previous experience in a similar position in either the public or private sector
- Working knowledge and understanding of the operation and obligations of Local Government practices and procedures, primarily following procedural requirements within delegated levels of authority
- Understanding of records management systems and compliance with State Records Act 2000.

## **WORK SAFETY & HEALTH RESPONSIBILITIES**

**Work Health and Safety, Injury Management, Equal Employment Opportunity & Diversity policies and protocols**

- Adhere to defined work health and safety policies, protocols and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace
- Promote safe work practices within the Works' team, encouraging communication and continuous improvement
- Take reasonable care for your own health and safety and those who may be impacted

- by your activities, acts or omissions
- Comply with all reasonable instructions given in the interest of health and safety
- Use all protective equipment and clothing provided in accordance with the manner they have been instructed to be used
- Ensure that all accidents, incidents and hazards are reported and documented
- Show initiative in establishing better practice methods for safe work practices

## GENERAL INFORMATION

This position description is indicative of the type of duties to be undertaken, and the employee accepts that the organisation may require the employee to carry out other duties which are within the employee's skill and competence.

In addition, due to the nature of work with this position and need for timeframes to be met, it is essential that the incumbent is flexible in being able to work when required, including attendance at non-business hours meetings, workshops and the like.

### Position Acknowledgement and Acceptance:

|                                |                  |             |
|--------------------------------|------------------|-------------|
| T Matson                       |                  |             |
| _____                          | _____            | _____       |
| <b>Chief Executive Officer</b> | <b>Signature</b> | <b>Date</b> |
| _____                          | _____            | _____       |
| <b>Position Holder</b>         | <b>Signature</b> | <b>Date</b> |

*This position description will be reviewed annually as part of the annual performance appraisal process.*

*Position Description: Recreation and Aquatic Centre Coordinator*