**Responsibility of an Aqua Fitness Instructor**

**Rationale**

That all Aqua Fitness Instructors (AI’S) are fully aware of their daily requirements

**Objective**

All who visit Makino Aquatic Centre (MAC) receive excellent customer service and have an enjoyable time during their visit.

**Linked Policies / Procedures**

DOP-4 Dress Code

DOP-3 Personal Conduct

DOP-1 Communication

Aquatics Instructor Job Profile

DOP-16 Customer Feedback

EAP-3 Emergency Evacuations

**Procedure**

All staff play a vital part in the running and operation of MAC, including having fully qualified (or in training) AI’s operating at the MAC.

**Primary Responsibility**

To create exceptional aquatics education experiences for the customer by way of swimming and aqua programmes at the Makino Aquatic Centre.

Outstanding personal standards are required at all times and the staff dress code should be adhered to at all times.

**Induction**

During the first day of employment, you will have received on-boarding from Manawatu District Council (MDC) along with on-boarding and a tour of MAC.

Prior to commencing your role of AI you will need to have successfully completed any relevant training.

**On the Job training**

All AI’s will be given relevant training and buddying

**First Aid**

All AI’s must complete and maintain a current valid First Aid Certificate to First Aid Units 26551 and 26552 (6400, 6401 and 6402) as a minimum first aid qualification. You will be booked onto the appropriate First Aid course if necessary.

Approved First Aid companies will be used, such as Red Cross, St John’s etc.

First Aid certificates are valid for a 2-year period. Renewals are to be undertaken prior to expiry of the current First Aid certificate.

**Training**

Regular training is essential for all AI’s. Training develops your skills, gives you confidence and helps you work as a team. Training will be organised when and if necessary by the Aquatic Activities Leader.

If there is specific training that you would like to undertake that it relevant to your position and MAC then please raise this with the Leadership team.

**Rosters**

The Team Leader will ensure that where possible rosters are available as far out as advance, but will provide at least 2 weeks’ worth of rosters, however there will be times when rosters have to change at short notice due to illness, additional bookings and events taking place etc. When this occurs, the AAL will give as much notice as possible.

**Emergency evacuations**

Refer to EAP-3 Emergency Evacuations