

Position Description

Position title: Instructor in Charge

Reports to: Community Programs Coordinator
Community Programs Manager

Date: August 2021

Department: Community Programs

Position Details: Casual Position

Environment:

Surf Life Saving South Australia (SLSSA) is the peak organisation for water safety and lifesaving services in South Australia and is affiliated with Surf Life Saving Australia.

SLSSA is responsible for the governance, development, promotion, and administration of surf lifesaving throughout South Australia and has the responsibility for servicing its 9,000 members and 22 clubs.

Position Scope:

The Instructor in Charge (IC) is responsible for the implementation of SLSSA's Community Program at their location: program management, administration utilising the online enrolment platform, implementation of risk management plans, facilities, equipment, safety procedures as well as management of aquatic staff, volunteers, participants, and caregivers.

Key Relationships:

- SLSSA staff
- Local SLSSA Club or Swimming Centre
- Instructors
- Assistant Instructors
- Volunteers
- Participants and caregivers

Key Areas of Responsibility:

The Instructor in Charge (under the direction of the Community Programs Coordinator) is responsible for:

- The management and delivery of the Community Program at a specified location.
- Administrative duties before, during and after the program, including but not limited to:
 - Read, understand, and execute the Community Programs Administration Guidelines and Risk Management documents.
 - Management of the online enrolment portal, which may include participant transfers, online attendance, and generation of reports.
 - Approval of staff timesheets.

- Communication with participants and caregivers, either in-person, by email or by phone.
- Complete and return to SLSSA all documentation, surveys, equipment, and other program related information.
- Liaise with SLSSA staff and local SLS Club or Swimming Centre in the lead up to the program delivery regarding program timetabling, staffing, equipment, and any other issues that may be raised.
- Ensure that all participants enrolled in the location are instructed in accordance with the program in which they are enrolled and that their progress is monitored and discussed with caregivers regularly during the program.
- Ensure the content of the program to be offered at the location is based on the advice and directions of SLSSA.
- Conduct investigations and report matters on behalf of SLSSA as requested. Negotiate the resolution of program matters and report any issues, whether resolved or unresolved, to the Community Programs Coordinator as soon as possible
- Contribute to the application of good human resource management practices at the worksite by complying with all SLSSA policies and procedures.
- Contribute to a safe, healthy, and non-discriminatory work environment by:
 - Taking reasonable care for your own health and safety and for the health and safety of others.
 - Cooperating with SLSSA with respect to legislative occupational health and safety requirements.
 - Being responsible and accountable for adhering to the requirements of the Equal Opportunity Act.
- Perform other duties as directed by SLSSA.

Team Performance:

- Contributing to the overall success of the SLSSA team through open and honest communication, respect for others and reporting progress regularly.
- Taking a proactive role in fostering a positive, enterprising and success driven culture within SLSSA.
- Performing the responsibilities of the role in a manner which reflects and responds to continuous improvement.

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Essential Skills, Experience and Qualifications:

- Experience in the VACSWIM Program
- Experience in the coordination and management of a casual and volunteer workforce is highly regarded.
- Ability to effectively use work related resources and information in accordance with SLSSA's policies, procedures, and guidelines.
- For **beach and lake locations**, be a minimum of 18 years and hold the following:
 1. Working with Children Check
 2. Play by the Rules – Child Protection Course
 3. Any one of the following Surf Life Saving Qualifications:
 - *Community Surf Rescue Certificate*
 - *Surf Rescue Certificate*
 - *Surf Bronze Medallion*
 4. Any one of the following teaching qualifications
 - *AUSTSWIM Teacher of Swimming and Water Safety*
 - *Registered teacher with the South Australian Department for Education*
 - *Level 1 Surf Coach (Surfing Australia)*
 - *Current & Registered Training Officer with SLSSA*
 - *Current & Registered Development Coach with SLSSA*
 - *Accredited Nippers Age Manager (at least 1 Nippers Season)*
 5. Provide First Aid (Including Asthma & Anaphylaxis)
- For **pool locations**, be a minimum of 18 years and hold the following:
 1. Working with Children Check
 2. Play by the Rules – Child Protection Course
 3. Any one of the following qualifications:
 - *Community Surf Rescue Certificate*
 - *Surf Rescue Certificate*
 - *Surf Bronze Medallion*
 - *Royal Bronze Medallion*
 - *Provide cardiopulmonary resuscitation (CPR)*
 4. AUSTSWIM Teacher of Swimming and Water Safety
 5. Provide First Aid (Including Asthma & Anaphylaxis)

Personal Attributes:

- Leads by example and has integrity and willingness to model the values of SLSSA.
- Demonstrates commitment, drive, and initiative to achieve organisational strategic objectives.
- Highly motivated and enthusiastic team player with the ability to work autonomously and collaboratively in a team to maximise outcomes.
- Strong interpersonal and communication skills.
- Strong customer service and conflict resolution skills.
- Solution orientated.
- Ability to prioritise workload and meet set timelines.

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Hours of work:

The position is casual, and the nature of the role requires some out of hours and weekend work.

Special Conditions:

- All employees will be provided with a sun-smart long-sleeved uniform (rash top) and for those at outdoor locations, a hat, which must be worn at all times whilst on duty. Staff are responsible for any additional UV protection and/or protective clothing appropriate to the local environment (wetsuits and/or rash shirts can be worn underneath the uniform).
 - All sites should be supplied with 50+ sunscreen for the use of all staff.
- It is compulsory for employees to wear a whistle whilst working in any water-based Community Program. This is considered a “tool of the trade” and must be supplied by the employee at his/her own cost.
- In locations with over 300 enrolments, the IC will be assisted by an 2nd Instructor in Charge Assisting (2IC).
- In addition to instruction/supervision time, ICs will be paid an incentive per participant.
- In addition to instruction/supervision time, ICs will be allocated additional administration hours over the program, to cover other administrative duties as required. No other administration hours will be paid unless discussed prior to the program and agreed to in writing from the Community Programs Manager.
- No other expenses will be paid unless discussed prior to the program and agreed to in writing from the Community Programs Manager, receipts will be required where applicable.

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