

Position Description

Position title: Instructor

Reports to: Instructor In Charge
Community Programs Coordinator

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 is responsible for teaching the community program based on the provided skill level outcomes and information.

Key Relationships:

- SLSSA staff
- Instructor in Charge
- Instructors
- Assistant Instructors
- Volunteers
- Participants and caregivers

Key Areas of Responsibility:

The Instructor (under the direction of the Instructor in Charge (IC) is responsible for:

- Providing instruction for participants in the specified Community Program ensuring a positive experience for all participants, regardless of their age, gender, race, or disability.
- Ensuring 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.
- Promoting the message of water safety.
- If required, preparing lesson plans appropriate to the level of instruction.

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- Undertaking administrative duties, including but not limited to:
 - Class attendance recording
 - Completing participant logbooks
 - Liaising with the IC for participant transfers
- Contribute to the operation running of the site, including set up and pack down.
- Provide guidance, assistance, and feedback to aid development and improve confidence of any Assistant Instructors and Volunteer.
- 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.
- Perform other duties as directed by SLSSA, the IC and 2IC.

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:

- 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 17 years and hold the following:
 - Working with Children Check
 - Play by the Rules – Child Protection Course
 - Any one of the following Surf Life Saving qualifications:
 - *Community Surf Rescue Certificate*
 - *Surf Rescue Certificate*
 - *Surf Bronze Medallion*
 - 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)*
- 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
 - *Instructors teaching ages 3-4 years, must also hold an Infant & Preschool Aquatics certificate*

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.

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.
- No 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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