

Position Description

Position title: Assistant 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 Assistant Instructor is responsible for supporting an Instructor when class sizes deem it necessary or when a class has a participant(s) with a disability requiring additional support.

Key Relationships:

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

Key Areas of Responsibility:

The Assistant Instructor (under the direction and supervision of an Instructor) is responsible for:

- Assist with the instruction for participants in the specified Community Program ensuring a positive experience for all participants, regardless of their age, gender, race, or disability.
- Ensure that the limitations of participants, as a consequence of their medical history, are understood and adhered to.
- Perform water cover of safety watch duties.
- Promoting the message of water safety
- Assist in undertaking administrative duties, including but not limited to:
 - Class attendance recording

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- 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, 2IC and Supervising Instructor.

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.

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 15 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*
- For **pool locations**, be a minimum of 15 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:
 - *Undertaken the face-to-face component of the AUSTSWIM Teacher of Swimming & Water Safety*
 - *Community Surf Rescue Certificate*
 - *Surf Rescue Certificate*
 - *Surf Bronze Medallion*
 - *Royal Bronze Medallion*

Personal Attributes:

- Willingness to model the values of SLSSA.
- Highly motivated and enthusiastic team player with the ability to work collaboratively in a team to maximise outcomes.
- Strong communication skills.
- Solution orientated.

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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.
- 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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