

Position Description

Position title: Volunteer

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:

A Community Program Volunteer is responsible for supporting SLSSA employees in a variety of delivery, operational and administration as deemed appropriate.

Key Relationships:

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

Key Areas of Responsibility:

A volunteer (under the direction and supervision of an Instructor) is responsible for:

- Providing safety watch during classes.
- Under constant supervision of the instructor, support instruction and program delivery to learn and develop.
- Assisting in undertaking administrative duties, including but not limited to:
 - Class attendance recording
- Assisting in undertaking operational duties, including but not limited to:
 - Set up and pack down
 - Cleaning of equipment

- 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.

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, lake and pool** locations, be a minimum of 13 years and hold the following:
 1. Working with Children Check
 2. Play by the Rules – Child Protection Course

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.

Hours of work:

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

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Special Conditions:

- Only the following persons may be accepted as Volunteers for the Vacswim Program:
 - Caregivers or siblings of a child enrolled in the program at that location.
 - A child who has previously or is currently participating in the program.
 - A person who is undertaking recognised training as a swimming instructor or surf coach and is required to undertake “observations” or supervised hours to obtain that swimming instructor qualification.
 - Persons who are known to the IC, or are members of a recognised community organisation such as Progress Association, Surf Life Saving South Australia, Royal Life Saving Society, Swimming SA, Volunteer Sea Rescue Squadron, Volunteer Coast Guard, etc.
- No reimbursement is available for this Volunteer position.
- Where possible, all volunteers 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. Volunteers 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.
- 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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