

Surf Life Saving Tasmania Person Description

Position Summary

Position Title	Community Education Instructor
Position Category	Casual Paid
Areas of Operation	Community Education
Location	Statewide
Reporting/ Responsible To	SLST Education, Development & Surf Sports Manager
Appointed By:	SLST Education, Development & Surf Sports Manager
General Position Description	To oversee and instruct participants in a range of SLST Community Education programs, ensuring an understanding of key safety messages and delivered in an enthusiastic, professional and safe manner
End Date/ Review Date:	Annually by SLST

Key Responsibilities

Program/ Service Delivery:	<ul style="list-style-type: none"> • Delivery of Community Education Programs as required
Communication	<ul style="list-style-type: none"> • Communicate courteously, professionally and regularly with participants and teachers/ coordinators • Periodically provide availability as requested and communicate with Education, Development and Surf Sports Manager regarding program feedback and organisation • Find a replacement for any rostered shift that cannot be attended. Provide feedback on equipment, opportunities to improve and any concerns on programs. • Appropriate use of public media, as per policies and procedures
Professional Development	<ul style="list-style-type: none"> • Participate in Community Education Induction Workshop and/ additional training as required • Be responsible for maintaining relevant qualifications as specified as pre-requisites by SLST
Administration	<ul style="list-style-type: none"> • Responsible for providing all relevant paperwork in a timely and accurate manner, within SLST requirements
Meetings	<ul style="list-style-type: none"> • Attendance at relevant meeting as required
OH&S	<ul style="list-style-type: none"> • Ensure that all Instructor: Participant ratios are followed

	<p>on programs dictated by the Program Team Leader and/ Education Staff</p> <ul style="list-style-type: none"> • Ensure behaviour on programs is conducted inline within the risk assessment methodologies inclusive of OH&S and Emergency Procedures • Report all incidents or potential hazards to the Program Team Leader and/ Education Staff
Key Competencies	
Essential Competencies	<ul style="list-style-type: none"> • Shall have had a membership with an affiliated SLSC • Good time management and organisational skills • Self motivated – ability to work unsupervised • Excellent knowledge of SLSA and SLST Education, Resources and Services • Ability to assess risk and adhere to SLSA policy and procedures • Shall have a proven knowledge and ability related to member education, especially in relation to quality, consistency and best practice • Ability to work within a team and with a diverse range of people • Excellent interpersonal and communication skills with a range of stakeholders • Approachable with a positive manner • Flexibility with working hours and locations • Current SLSA Bronze Medallion • Working with Vulnerable Persons Check
Desirable Competencies	<ul style="list-style-type: none"> • Driving License (Manual) • Understanding of Quality Assurance principles • Experience as a volunteer in lifesaving and/ sport development • Ability to travel to regional areas to deliver programs • SLSA Development Coach