

## Surf Life Saving Tasmania Person Description

### Position Summary

<b>Position Title</b>	Community Education Instructor
<b>Position Category</b>	Casual Paid Volunteer (Starfish Nippers)
<b>Areas of Operation</b>	Community Education
<b>Location</b>	Statewide
<b>Reporting/ Responsible To</b>	SLST Education, Development & Surf Sports Manager Community Lifeguard & Instructor Supervisor
<b>Appointed By:</b>	SLST Education, Development & Surf Sports Manager
<b>General Position Description</b>	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
<b>End Date/ Review Date:</b>	Annually by SLST

### Key Responsibilities

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

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