

Surf Life Saving Tasmania Lifesaving Development Camp **Position Descriptions**

Updated October 2020



SURF LIFE SAVING
TASMANIA

Lifesaving Development Camp Positions Descriptions



Please note:

- These descriptions are to be used as a guide only
- Requirements and duties of each position may be adjusted/redistributed at the discretion of the Camp Coordinator based on camp requirements and applicant skills.
- The recommended training and experience are recommendations only, they are not required. Suitable applicants should still apply if they believe they can fulfill the role.
- Some roles will have multiple positions available.
- Some roles may be merged/split/shared at the discretion of the Camp Coordinator based on camp requirements and applicant skills.

If you wish to find out more please contact Surf Life Saving Tasmania State Centre on 6216 7800 or slst@slst.asn.au or the Camp Coordinator at ldc@slst.asn.au.

Lifesaving Development Camp Positions Descriptions



Camp Coordinator

Position Details

Recommended Education, Training or Experience:

- Held a position on the Management Team previously
- Holds the awards being trained with an understanding of the camp training requirements
- Has previous involvement with experiential learning and scenario based training
- Has previously held the role of Chief Instructor, District Officer, Camp Administrator
- At least 5 years of Surf Life Saving Training and Education experience

Duties:

- Responsible for facilitating and managing the effective and efficient planning and operations of the camp
- Ensures the relevant personnel complete their tasks and meet the various deadlines set
- Communicates with participating clubs
- Liaises with host club
- Ensures relevant reports are completed prior, during and following the camp
- Establishes the camp budget with SLST Office

Job Skills:

- Excellent written and verbal communication skills
- Excellent time management and organisational skills
- Experience in leading a team
- A strong understanding of staff management

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Camp Administrator

Position Details

Recommended Education, Training or Experience:

- A history in sports or camp administration
- Experience performing risk assessments and developing OH&S policies
- Experience in liaising with parents/guardians, clubs and relevant regional and state bodies

Duties:

- Works with the Camp Coordinator to ensure smooth planning, delivery and reporting of the camp
- Assists with the registration and accommodation of all candidates and camp personnel
- Communicates registration details with appropriate Management Team personnel
- Liaises with parents and guardians on sensitive and medical issues
- Ordering, delivery and restocking of all stationary supplies
- Printing and laminating of all signs and certificates
- Ensures printing supplies are available for the duration of the camp
- Coordinates thank-you gifts

Job Skills:

- Excellent organisational and administration skills
- Excellent verbal and written communication skills
- Good inventory management and mathematical skills
- An attention to detail
- A strong understanding of Microsoft Word and Excel

Lifesaving Development Camp Positions Descriptions



Deputy Camp Coordinator

Position Details

Recommended Education, Training or Experience:

- Held a position on the Management Team previously
- Holds the awards being trained with an understanding of the camp training requirements
- Has previous involvement with experiential learning and scenario based training
- Has previously held the role of Chief Instructor, District Officer
- At least 3 years of Surf Life Saving Training and Education experience

Duties:

- Support the Camp Coordinator in the overall organization of the camp.
- Support all members of the management team where required
- Develop a good understanding of all areas of the camp.
- Assists with the camp budget

Job Skills:

- Excellent written and verbal communication skills
- Excellent time management and organisational skills
- Ambition to continue with LDC into the future.

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Equipment Coordinator

Position Details

Recommended Education, Training or Experience:

- An understanding of the equipment and resources required for successful delivery of each award and camp scenarios
- An understanding of the SLSA Gear Inspection Guidelines and Policies

Duties:

- Audits all equipment and camp assets prior to camp
- Facilitates and manages quotes, orders and delivery of first aid and lifesaving equipment and stores items as required and approved by the Management Team
- Ensures sufficient supplies of equipment and stores items to suit candidate numbers and training requirements
- Works closely with the Training and Assessment Coordinator to ensure all teaching equipment is available prior to and during the camp
- Works closely with the Scenario Coordinator to ensure all first aid and scenario equipment and stores items is available prior to and during the camp
- Tracks all consumables

Job Skills:

- Good written and verbal communication skills
- Good inventory management and organisational skills

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Scenario Coordinator (2 positions)

Position Details

Recommended Education, Training or Experience:

- Has knowledge of the awards being trained and outcomes required.
- Has previous experience with experience-based learning
- Emergency health care provider knowledge is desirable but not essential

Duties:

- Prepares the effective delivery of scenarios related to award outcomes using Scenario Task Cards and gains approval from Management Team prior to running
- Liaises with Equipment Manager to ensure sufficient supplies of resources required to produce effective scenarios
- Coordinates Leaders in the preparation, participation and provision of safety for scenarios
- Ensures members of the public have prior notification of scenarios in public spaces
- Coordinates the purchase and acquisition of all camp makeup, costumes and props
- Ensures the realism of scenarios with the use of effective make-up, costuming and acting
- Coordinates post-scenario debriefing
- Works closely with the Training and Assessment Coordinator and all head trainers to ensure training outcomes are being met

Job Skills:

- Excellent organisational and time management skills
- Excellent verbal communication skills
- Good understanding of awards being trained during the camp
- Good understanding of safety and risk management implementation
- Good understanding of psychological first aid

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IRB Coordinator

Position Details

Recommended Education, Training or Experience:

- Has knowledge of the awards being trained and outcomes required.
- Has previous experience with experience-based learning
- An understanding of LSV Inflatable Rescue Boat Gear Inspection Guidelines and Policies
- Experience in motor and IRB maintenance and repairs

Duties:

- Liaises with each club prior to the camp to source IRBs, motors and ancillary equipment.
- Is responsible for the serviceability of the equipment and coordinates necessary repairs or replacements
- Liaises with Head IRB Trainer to develop lessons
- Coordinates the set-up and pack-up of IRB equipment each day

Job Skills:

- Good organisational skills
- Good written and verbal communication skills

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Training and Assessment Coordinator

Position Details

Recommended Education, Training or Experience:

- Holds Trainer/Assessor awards in most, if not all, of the awards being trained
- Has detailed knowledge of each award being trained
- Certificate IV in Training and Assessment or B.Ed is highly desired
- Experiential Based Learning and Scenario Based Training delivery experience is essential
- Previous experience as a Chief Instructor is desirable

Duties:

- Works closely with Timetable Coordinator to ensure appropriate rostering and role allocation to meet training and operational duties
- Works closely with the Timetabling Coordinator to ensure preparation and delivery of all curriculum content
- Coordinates professional development of Leaders prior to the camp.
- Coordinates with Head Trainers to effectively deliver award content
- Ensures the training outcomes for each award are met
- Coordinates assessors for final assessment day
- Notifies appropriate authorities of training being conducted in local area

Job Skills:

- Excellent organisational and time management skills
- Excellent verbal and written communication skills
- An understanding of staff rostering and management
- Experience in leading a team

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Head Trainer

Position Details

Recommended Education, Training or Experience:

- Holds Trainer/Assessor awards in relevant award
- Has detailed knowledge of the award being trained, a minimum of 3 years training experience in the award
- Experiential Based Learning and Scenario Based Training delivery experience is essential
- Previous experience as a Chief Instructor is desirable

Duties:

- Assists the Training Coordinator to ensure all camp training outcomes are met
- Assists Training Officers to ensure effectively delivery award content
- Assists with coordination of final assessment day
- Ensures all content of course is delivered
- Monitors candidate progress with trained content, and works closely with the Training Coordinator and Scenario Coordinator to ensure any areas that may need addressing on a course or individual level are addressed promptly.

Job Skills:

- Excellent organisational and time management skills
- Excellent verbal and written communication skills
- An understanding of staff rostering and management
- Experience in leading a team

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Timetable Coordinator

Position Details

Recommended Education, Training or Experience:

- An excellent understanding of the camp, its background, purpose and curriculum content
- The Timetable Coordinator should have some experience with the staff management and rostering
- Recommended the Timetable Coordinator has been a member of the Management Team on previous camps

Duties:

- Assigns Leaders to daily duties throughout the camp. This may include morning fitness, assisting with meal preparation, candidate supervision etc.
- Ensures leaders are provided with adequate rest time during the camp
- Ensures all training and development sessions are timetabled prior to the week
- Re-schedules sessions to accommodate unforeseen circumstances

Job Skills:

- Excellent organisational and time management skills
- Good written and verbal communication skills
- An understanding of staff rostering and management
- Experience with Microsoft Excel

Lifesaving Development Camp Positions Descriptions



Catering Coordinator

Position Details
<p>Recommended Education, Training or Experience:</p> <ul style="list-style-type: none">• Experience in camp food handling and safety
<p>Duties:</p> <ul style="list-style-type: none">• Coordinates the planning, preparation and delivery of all meals and snacks provided to candidates and personnel• Sources all catering staff (preferably separate to those from the leadership or management team)• Plans menu and sources, orders and arranges for the delivery of supplies
<p>Job Skills:</p> <ul style="list-style-type: none">• Ability to prepare and deliver large quantities of food• Excellent organisational and time management skills• Good written and verbal communication skills• Experience with Microsoft Excel

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Leader Coordinator

Position Details
<p>Recommended Education, Training or Experience:</p> <ul style="list-style-type: none">• An excellent understanding of the camp, its background, purpose and curriculum content• Minimum 2 years experience as a leader on the camp
<p>Duties:</p> <ul style="list-style-type: none">• Assist leaders in providing support and mentorship to candidates• Providing support and mentorship to leaders• Ensure leaders are familiar in their role and doing duties as required (particularly 1st year leaders)• Assist in facilitating and monitoring leader development, including being aware of what leaders are hoping to achieve during their time on the camp, and corresponding with other management team where appropriate
<p>Job Skills:</p> <ul style="list-style-type: none">• Excellent inter-personnel and communication skills• Excellent organisational and time management skills

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Leader

Position Details
<p>Recommended Education, Training or Experience:</p> <ul style="list-style-type: none">• Previous experience on the camp as a candidate or leader is desirable• Should hold the awards taught during the camp
<p>Duties:</p> <ul style="list-style-type: none">• Creating lesson plans and running training sessions• Provide support and mentorship to candidates• Providing water safety during surf sessions• Assisting with catering• Supervision of cleaning• Safety officer or patient within scenarios
<p>Job Skills:</p> <ul style="list-style-type: none">• Good organisational and time management skills• Good written and verbal communication skills• Ambitions to develop leadership and training skills and advance in Surf Life Saving