



Surf Life Saving Tasmania Position Description

Position Title: **Community Programs Instructor**

Position Objective: Surf Life Saving Tasmania (SLST) is committed to establish its role as Tasmania's peak aquatic rescue agency. Engaging the community through programs that promote water access, safety, hazard identification and survival techniques is a key method it employs to meet Surf Life Saving's vision of zero preventable deaths in Australian waters.

Prime Responsibilities: The role is responsible for delivering a range of SLST Community Programs, ensuring an understanding of key safety messages are delivered in an enthusiastic, professional, and safe manner.

Individual Instructors may have the skills and experience to delivery any one, or a combination of these programs.

The programs delivered by SLST include, but are not limited to:

- Beach to Bush
- Ready Set Rescue
- Surf Survival
- Holiday Programs
- Community water safety programs

Organisation: SLST is the peak organisation for surf lifesaving activities in Tasmania. SLST also represents the interests of members and the public to government at local and state level.

Organisational Culture: As a small team, there is an emphasis on cross skilling, multiskilling, and mutual support to enable staff members to effectively achieve the organisations objectives. Individual staff members are encouraged to set personal development goals and assume ownership of work outcomes.

Employment Category: Casual

Location: North, Northwest, and/or Southern Tasmania

Direct Reporting: Co-ordinator Community Programs / General Manager

Employment conditions: Sporting Organisations Awards 2020



Key Responsibilities

Program / Service Delivery:	<ul style="list-style-type: none">• Deliver community programs with professionalism, ensuring that the delivery of the program reflects the dedication to SLST's core values and mission.• Deliver programs to client groups using current program resources, adhering to session plans, program structures, and delivery expectations.• Provide all relevant and required documentation in a timely and accurate manner.
Customer Service	<ul style="list-style-type: none">• Communicate courteously, professionally and regularly with all participants, clients and organisations.• Positively contribute towards SLST's professional image and reputation at all times.• Appropriate use of public media, as per policies and procedures
Compliance	<ul style="list-style-type: none">• Ensure that all Instructor: Participant ratios are followed on programs dictated by the Program Team Leader and/ Education Staff• Ensure behaviour on programs is conducted inline within the risk assessment methodologies inclusive of WH&S and Emergency Procedures• Ensure all relevant course paperwork is submitted accurately and efficiently, within SLST's requirements.
Human Resources & WH&S	<ul style="list-style-type: none">• Demonstrates duty of care, consider own safety and the safety of others at all times.• Ensure compliance with SLST's guidelines and procedures.• Identify hazards, monitor and assess risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace.• Find a replacement for any rostered shift that cannot be attended.• Provide feedback on equipment, opportunities to improve and any concerns on programs.
Professional Development	<ul style="list-style-type: none">• Participate in professional development and training as required by SLST.• Maintain all relevant qualifications as required of the position.• Attendance at relevant meetings as required.
Business Development	<ul style="list-style-type: none">• Assist in identifying and developing opportunities and improvements, including providing regular program feedback.• Assist, as required, in the promoting marketing of SLST's services and community programs.• Assist in maintaining relationships and partnerships with other organisations.



SELECTION CRITERIA:

a) Skills and Personal Attributes

Personal conduct:	Exceptional interpersonal skills, demonstrating an approachable manner and positive attitude.
Communication Skills:	Ability to deliver engaging community programs, using appropriate resources and procedures. Ability to communicate clearly and effectively with a diverse range of individuals, clients and organisations.
Organisational Skills:	Ability to handle multiple tasks, plan effectively and maintain accurate records.
Problem-Solving:	Ability to assess risks and proactively manage challenges or issues that may arise during programs.
IT Proficiency:	Proficiency in using IT systems and software for maintaining records, and other relevant documentation.
Flexibility:	Willingness to work flexible hours, and able to travel within the region or state if required.
Surf Life Saving:	An appreciation and understanding of Surf Life Saving Tasmania's values, mission, and activities.
Experience:	Possessing the necessary qualifications and experience to ensure the delivery of high-quality programs.

b) Competencies

Essential:

- Working with Vulnerable People Check (Employment category).
- Current SLSA Bronze Medallion (**for water-based community programs only**) or
 - PUA20119 - Certificate II in Public Safety (Aquatic Rescue) or
 - Community Surf Life Saving Certificate or
 - SLSA Surf Rescue Certificate

Desirable:

- Current Driver's Licence.
- Child Safe Awareness Training
- First Aid certifications, or ability to attain.
 - Provide Cardiopulmonary Resuscitation (HLTAID009)
 - Provide First Aid (HLTAID011)
 - Provide Advanced Resuscitation and Oxygen Therapy (HLTAID015)
- Experience as a volunteer in lifesaving and junior activities programs
- Coaching or training accreditation, e.g. SLSA Foundation Coach