

Circular 019:07:20



To: All Members
Club Captain
Chief Instructors
Trainers and Assessors
Lifesaving Operations Officer
Training & Assessment Officers
Council Delegates

Cc: Club Presidents
Club Secretaries

From: Emma Atkins - General Manager, People

Date: 22 July 2020

Subject: Expressions of Interest – Employment and Volunteer Opportunities

Action: Please distribute to your networks

For additional details on this Circular please contact: Lexi Hilgert on 03 9676 6944 or email recruitment@lsv.com.au
Circulars are available at <http://www.lsv.com.au/circulars>

Life Saving Victoria is pleased to advise a number of new employment opportunities. For further information and position descriptions please refer LSV Website via www.lsv.com.au/careers, or contact Lexi Hilgert via 9676 6944 or recruitment@lsv.com.au

Employment Opportunities include

1. Volunteer Support Officer

Seasonal Positions

2. Seasonal Education and Multicultural Program Instructors
3. Seasonal Chief Lifeguards
4. Seasonal Lifeguards (beach lifeguards, RWC lifeguard, event lifeguard)
5. Seasonal RWC Operations Coordinator
6. Seasonal LSV Comms Coordinator
7. Seasonal LSV Comms Operators (volunteer and seasonal casuals)

Volunteer Support Officer – Central (Fixed term)

We are seeking expressions of interest an energetic and passionate individual to join LSV in the role of Volunteer Support Officer. The successful candidate will be responsible for building and maintaining mutually beneficial and cooperative relationships of support between clubs, area officers and the state centre. You will also be supporting the clubs and membership across the state with integration and support of administration, infrastructure, IT systems, lifesaving services and reporting systems including troubleshooting, training and guidance.

Position Description

You will need to be available for regular weekends during peak summer period and some regional travel will be required, with a car to be provided as part of the package.

This is a fulltime fixed term role.

For further information please contact Hiring Manager David Potter on 9676 6948 or david.potter@lsv.com.au

Applications close 16 August 2020.

To be considered for this position, please complete your application including uploading a covering letter here: [VSO - Central Application Form](#)



Seasonal Education and Multicultural Program Instructors (Casual)

- [Education Program Instructors](#): Open Water Learning Experience (OWLE)
- [Education Program Team Leaders](#): Open Water Learning Experience (OWLE)
- [Education Program Leaders](#): Sink or Swim (SorS), Virtual Reality (VR), Virtual Excursion (VE)
- [Multicultural Program Instructors](#): Multicultural Beach Program

To apply, please complete the online application form via the [Seasonal Education and Multicultural Program Instructors Application Form](#)

We are seeking expressions of interest for energetic and passionate individuals to educate participants in LSV's key water safety Education programs.

You will supervise and instruct participants (ranging from the ages of 6 to 18) in Life Saving Victoria's (LSV) community and school-based education programs, ensuring an understanding of key messages are delivered in an enthusiastic, professional and safe manner.

Programs are delivered across metro Melbourne (Sorrento – Geelong) beaches, pools, classrooms and inland waterways, with some flexibility for instructors to work preferred venues, shift times and days to fit in with other commitments (work, study, club duties, family, etc.).

Shifts are available predominantly during school hours from October to December (Term 3 & 4) and February to May (Term 1 & 2). Weekend and regional work are also available as well as further opportunities throughout the year.

Further information including position descriptions can be found at: <https://lsv.com.au/education/join-our-team/>

For more information contact Jessica Acocks via email: edu.staff@lsv.com.au or Phone: (03) 9676 6940

APPLY NOW!

Applications close Monday, 24 August, 2020.

Seasonal Chief Lifeguards (Casual)

Applications are now open for those who wish to apply for the role of Chief Lifeguard. Positions are allocated across the following areas: Bass, Geelong, Gippsland, Peninsula, Bayside, Surf Coast & Otway, Western, RWC (Surf Coast – Peninsula), Summer Events (state-wide), LSV Communications Supervisor.

Reporting to the Operations Manager – Lifeguards, the Chief Lifeguard primary job outcomes are to manage the day to day operations of the lifeguard service, ensuring the service is efficient, lifeguards are supported, and service is operating at required levels. As well as enhance LSV's ability to meet operational and emergency response requirements and performance.

Position Description

To apply, please submit a resume and cover letter addressing the key competencies and key results found in the position description via completing the application form [Seasonal Chief Lifeguard Application Form](#)

Applicants must be available to fulfill all requirements specific to the role relative to the time of the nominated areas season.

Applications close 16 August 2020

Further details www.lsv.com.au/careers or contact Hiring Manager Briana Newson briana.newson@lsv.com.au

** Note if you apply for Chief Lifeguard role, please note in application you intend on Lifeguarding or any other positions for the season.*



Seasonal Paid Lifeguard Applications (Casual)

Applications are now open for those who wish to be considered for employment as a Life Saving Victoria (LSV) paid lifeguard for the 2020/2021 season.

Positions exist for beach lifeguards, event lifeguards, as well as specialist roles for RWC lifeguards and lifeguards at Rowing Victoria events.

Position Description

To apply, please complete the paid Lifeguard application close **6 September 2020**, [Paid Lifeguard Application Form](#)

Applicants may nominate to apply for work as an event lifeguard. Event lifeguard work is available year-round for events both within Melbourne and regional areas.

Prior to completing the application form, please ensure you have confirmed your prerequisite qualifications through your SLS Members Portal account via <https://portal.sls.com.au>

Positions available (please indicate on the application form all roles you are interested in):

- Beach Lifeguard
- RWC Lifeguard
- Event Lifeguard

Pre-requisite Awards

- Bronze Medallion (Certificate II in Public Safety (Aquatic Rescue))
- First Aid / Apply (Senior) First Aid
- Spinal Management Award
- Advanced Resuscitation Techniques Certificate (ARTC)
- Silver Medallion Beach Management
- IRB Crew
- Current Employment Working with Children Check

Others:

- IRB Driver (strongly encouraged)
- Gold Medallion (strongly encouraged)
- ATV Operators Certificate / Induction (strongly encouraged)
- RWC – Rescue Water Craft Operator Certificate
- Pool Lifeguard

Beach Lifeguard Positions will be available across the following regions:

- Bass
- Geelong
- Gippsland
- Peninsula
- Bayside, Kingston and Surf Coast (RWC)
- Surf Coast & Otway
- Western

The main employment period is from 26 December 2020 through to 26 January 2020 with extended periods at Woolamai, Portsea, Ocean Grove, Geelong, Torquay, Anglesea and Lorne.

Lifeguards may nominate their preferred location/s, however allocations will be made based on operational requirements. Where possible we will place successful applicants at their preferred locations. Lifeguards are encouraged to work in different areas across the state to further develop their lifeguarding experience.

Further details www.lsv.com.au/careers or contact Hiring Manager Briana Newson briana.newson@lsv.com.au



RWC Operations Coordinator

Applications are now open for the Rescue Water Craft Operations Coordinator of Life Saving Victoria's (LSV) professional and volunteer Rescue Water Craft (RWC) service. Role includes:

Training of members, requalification of members, inductions, site preparation, site set up and maintenance, club communications, equipment and consumables management, rostering, pay, audits, staff and volunteer management.

Position Description

To apply, please submit a resume and cover letter addressing the key competencies and key results found in the position description via completing the application form: [RWC Ops Coordinator Application Form](#)

Further details www.lsv.com.au/careers or contact Hiring Manager Briana Newson briana.newson@lsv.com.au

Applications close Sunday 16 August 2020.

LSV Comms Operations Coordinator (Fixed term)

Applications are now open for the LSVComms Communications Coordinator. This role will be focused on the delivery of Life Saving Victoria's (LSV) professional and volunteer communications centre. Training of members and upskilling of members, inductions, rostering, pay, audits, staff, and volunteer management.

Position Description

To apply, please submit a resume and cover letter addressing the key competencies and key results found in the position description via completing the application form: [LSVComms Operations Coordinator Application Form](#)

Further details www.lsv.com.au/careers or contact Hiring Manager Todd Richards todd.richards@lsv.com.au

Applications close Sunday 16 August 2020.

LSV Comms Seasonal Communication Operators - volunteer and paid positions

Expressions of interest are currently being sought from people wishing to become a volunteer and/or a paid LSVComms Operator and/or LSV Comms Team Leader for the 2020/2021 season.

The LSV Communications Centre has undergone a full renovation and refresh with all systems, technology, equipment being replaced. To further enhance LSV Communications we are reviewing and updating all training material, training courses, and LIMSOC.

LSVComms Operators are responsible for receiving and processing all emergency and non-emergency state-wide radio and telephone communications. The LSVComms Operator role includes:

- Working as a part of a small team in a dynamic, technology-based environment
- Processing sign on, sign off and rescue information
- Operating Lifesaving Incident Management System and Operations Console (LIMSOC)
- Incident management, dispatching and monitoring resources
- Liaising with the Victorian Police Rescue Coordination, State Command Centre and other Emergency Service Organisations
- Monitoring other marine radio traffic

LSV Comms Operator (volunteers roles)

- Volunteer Operators will be expected to complete rostered volunteer shifts on a regular basis over weekends and public holidays from the middle of November to the end of the Easter long weekend.
- Operators should be able to commit to approximately two shifts per month. To ensure continued training and development.

LSV Comms Operator (seasonal casual roles)

- Paid Operators are expected to be available to work shifts Monday to Friday from November – March. Other shifts may be required on weekends and public holidays.
- Paid operators are expected to submit their availability upon appointment and be able to commit to this availability for the season.



Expectations for all Operators

- Operators will work from the State Communications Centre located at LSV State Centre, Port Melbourne.
- Rosters will be published on a monthly basis.
- Operators may also be required to attend periodical training sessions, operator meetings and participate in other activities as required.
- Operators must attend a compulsory pre-season training day, date to be advised.

Minimum Criteria

- Be a minimum of 17 years of age as at 1 November 2020
- Be a current financial member of a Life Saving Victoria affiliated Life Saving Club or Service
- Current Working with Children Check
- Have the written endorsement of your Club
- Radio Operator Award (may be achieved through Certificate II Public Safety (Aquatic Rescue) / Bronze Medallion)
- Available for preseason training

Desirable Qualifications *(Previous radio communications experience will be particularly well regarded)*

- Certificate II Public Safety (Aquatic Rescue) / Bronze Medallion
- VHF Marine Licence

Submit Expression of Interest by completing: [LSVComms Operator Expression of Interest](#).

Further details www.lsv.com.au/careers or contact Hiring Manager Todd Richards todd.richards@lsv.com.au

Applications close 6 September 2020

