



LIFE SAVING VICTORIA POSITION DESCRIPTION

Position Summary	
Position Title:	Education Program Instructor
Position Category:	Casual
Area Of Operation:	Education Services
Reporting / Responsible To:	Education Full-time Employees as required (refer to Employment Handbook) Education Program Team Leader (during OWLE programs)
General Role Description:	Supervise and instruct participants in a range of 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.
Key Responsibilities	
Program/Service Delivery	Delivery of the following education programs (where appropriately trained): <ul style="list-style-type: none"> - Open Water Learning Experience (OWLE) - Sink or Swim (SorS) Meet a Lifeguard/ Water Safety Programs - Other Events, i.e. Community events / University open days
Communication	Communicate courteously, professionally and regularly with peers, participants and teachers/coordinators. Periodically provide availability as requested and communicate with Education Staff regarding program feedback and organisation. Find a replacement for any rostered shift that cannot be attended as per the defined process. Provide feedback on equipment, opportunities to improve and any concerns on programs. Appropriate use of public media, as per policies and procedures.
Professional Development	Participate in all staff training workshops as required. Be responsible for maintaining relevant qualifications as specified as pre-requisites by LSV.



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Key Responsibilities

Administration	<p>Responsible for providing all relevant paperwork in a timely and accurate manner, within LSV's requirements.</p> <p>Assist with completing reports for the Education staff and Program Team Leader where required.</p>
Meetings	Attend and contribute to relevant meetings as required.
OH & S	<p>Ensure that all staff: student ratios are followed on programs as directed by the Program Team Leader and/or Education Staff.</p> <p>Ensure behaviour on programs is conducted inline within the risk assessment methodologies inclusive of occupational health and safety and emergency procedures.</p> <p>Report all incidents or potential hazards to the Program Team Leader and/or Education Staff.</p>
Human Resources	Monitor and promote the Equal Opportunity, Harassment and Bullying policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying
OH & S	<p>Ensure the compliance of OHS guidelines and procedures, using protective clothing or equipment provided at all required times</p> <p>Identify hazards, monitor and assess risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace</p> <p>Demonstrates duty of care, consider own safety and the safety of others at all times.</p> <p>Ensure that staff: student ratios are followed on programs or as directed by Education Staff</p> <p>Ensure all program staff conduct themselves in-line with risk assessment methodologies, inclusive of occupational health and safety and emergency procedures.</p> <p>Report all incidents or potential hazards to Education Staff and/or Manager - Education Services.</p>
Safeguarding Children and Young People	<p>Understand and comply with the guidelines of the LSV's and SLSA's Safeguarding Children and Young People.</p> <p>Address and escalate any concerns with participants and/or instructors wellbeing in line with LSV protocols.</p>



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LSV Core Values

Organisational Expectation	<p>Willingness to recognise and embrace LSV’s core values when making decisions and working with our volunteers, clients, community and each other</p> <ul style="list-style-type: none"> Positive and respectful relationships (cultural and intergenerational) Being open, welcoming and inclusive Personal development through a commitment to lifesaving Develop healthy lifestyles Taking personal responsibility for betterment Being relevant in today’s and tomorrow’s society Efficient and appropriate use of available resources Building stronger and safer communities
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Key Competencies

Essential Competencies:	<ul style="list-style-type: none"> Excellent knowledge of LSV’s Education, Royal Life Saving Society Australia (RLSSA) and Surf Life Saving Australia (SLSA) resources and services Demonstrated teaching and/or program delivery experience Ability to work within a team and with a diverse range of people Excellent interpersonal and communication skills with a range of stakeholders Flexibility with working hours and locations <p>All Roles - currency:</p> <ul style="list-style-type: none"> Provide First Aid (Employee) Working With Children check CPR <p>OWLE Instructors (one of the following)</p> <ul style="list-style-type: none"> LSV Community Surf Life Saving Certificate; or SLSA Bronze Medallion <p>And Couriers:</p> <ul style="list-style-type: none"> Drivers Licence
Desirable Competencies:	<ul style="list-style-type: none"> Understanding of Quality Assurance principals Experience as volunteer, lifesaving and/or sport development Ability to travel to regional areas to deliver programs