



# LIFE SAVING VICTORIA POSITION DESCRIPTION

Position Summary	
<b>Position Title:</b>	Education Program Instructor
<b>Position Category:</b>	Seasonal Casual
<b>Area of Operation:</b>	Education Services
<b>Reporting / Responsible To:</b>	Education Program Team Leader (during OWLE programs) Education Full-time Employees as required (refer to Employment Handbook)
<b>General Role Description:</b>	Supervise and instruct participants in a range of Life Saving Victoria's (LSV) including the OWLE community and school-based education programs, ensuring an understanding of key messages are delivered in an enthusiastic, professional and safe manner.
Key Responsibilities	
<b>Program/Service Delivery</b>	Delivery of the following education program: <ul style="list-style-type: none"> <li>▪ Open Water Learning Experience (OWLE)</li> <li>▪ Other Events, i.e. Community events / University open days</li> </ul>
<b>Communication</b>	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 in employee handbook.  Provide feedback on equipment, opportunities to improve and any concerns on programs.  Appropriate use of public media, as per policies and procedures.
<b>Professional Development</b>	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	
<b>Administration</b>	<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 Program Team Leader and Education fulltime-staff where required.</p>
<b>Meetings</b>	Attend and contribute to relevant meetings as required.
<b>Human Resources</b>	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.
<b>OH &amp; S</b>	<p>Report all incidents or potential hazards to the Program Team Leader and/or Education Staff.</p> <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 the compliance of OHS guidelines and procedures, using protective clothing or equipment provided at all required times.</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>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 all program staff conduct themselves in-line with risk assessment methodologies, inclusive of occupational health and safety and emergency procedures.</p>
<b>Safeguarding Children and Young People</b>	<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	
<b>Organisational Expectation</b>	<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"> <li>Positive and respectful relationships (cultural and intergenerational)</li> <li>Being open, welcoming and inclusive</li> <li>Personal development through a commitment to lifesaving</li> <li>Develop healthy lifestyles</li> <li>Taking personal responsibility for betterment</li> <li>Being relevant in today’s and tomorrow’s society</li> <li>Efficient and appropriate use of available resources</li> <li>Building stronger and safer communities</li> </ul>
Key Competencies	
<b>Essential Competencies:</b>	<ul style="list-style-type: none"> <li>Instructional / teaching experience and/or ability to deliver education programs to people of all ages.</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>Flexibility with working hours and locations</li> <li>Excellent knowledge of LSV’s Education, Royal Life Saving Society Australia (RLSSA) and Surf Life Saving Australia (SLSA) resources and services</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>SLSA Bronze Medallion or;</li> <li>LSV Community Surf Life Saving Certificate</li> <li>Provide First Aid</li> <li>(Employee) Working With Children check</li> <li>CPR</li> </ul>
<b>Desirable Competencies:</b>	<ul style="list-style-type: none"> <li>Understanding of Quality Assurance principals</li> <li>Experience as volunteer, lifesaving and/or sport development</li> <li>Ability to travel to regional areas to deliver programs</li> </ul>