



LIFE SAVING VICTORIA POSITION DESCRIPTION

Position Summary

Position Title:	Education Program Leader
Position Category:	Seasonal Casual
Area Of Operation:	Education Services
Reporting / Responsible To:	Education Full-time Employees as required (refer to Employment Handbook)
General Role Description:	Delivery of Life Saving Victoria’s (LSV) education incursions through face-to-face, online and virtual delivery to school-based/community participants of all ages across Metropolitan Melbourne and Regional Victoria.

Key Responsibilities

Program/Service Delivery	<p>Delivery of the following education programs:</p> <ul style="list-style-type: none"> - Sink or Swim (SorS) / Online Water Safety Programs - Virtual Reality (VR) - Virtual Excursion (VE) <p>This may also include opportunities to deliver:</p> <ul style="list-style-type: none"> - Other Events, i.e. Community events / University open days <p>Ensuring all participants gain an understanding of the key water safety messages are delivered in an enthusiastic, professional and safe manner.</p>
Communication	<p>Communicate courteously, professionally and regularly with peers, participants and teachers/coordinators.</p> <p>Periodically provide availability as requested and communicate with Education full time staff regarding program feedback and organisation.</p> <p>Find a replacement for any rostered shift that cannot be attended as per the defined process.</p> <p>Provide feedback on equipment, opportunities to improve and any concerns on programs.</p> <p>Appropriate use of public media, as per policies and procedures.</p>
Professional Development	<p>Participate in all staff training workshops as required.</p> <p>Be responsible for maintaining relevant qualifications as specified as pre-requisites by LSV.</p>



LIFE SAVING VICTORIA POSITION DESCRIPTION

Key Responsibilities	
Administration	<p>Responsible for providing all relevant documentation (digital/paper-based) in a timely and accurate manner, within LSV's requirements.</p> <p>Ensure effective communication between school/organisation ie. Room, location, parking and comply with the schools/organisation policy and procedures ie. WWCC and signing in.</p> <p>Be responsible for completing and communicating all Program, Risk Management and Staff Performance reports for the Education staff.</p> <p>Program and equipment report forms must be completed prior to, during and upon completion of allocated programs.</p>
Meetings	Attend and contribute to relevant meetings as required.
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 behaviour on programs is conducted inline within the risk assessment methodologies. Inclusive of occupational health and safety and emergency procedures.</p> <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>Report all incidents or potential hazards to Education F/T Staff and/or Manager – Program Delivery.</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>



LIFE SAVING VICTORIA POSITION DESCRIPTION

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
-----------------------------------	---

Key Competencies

Essential Competencies:	<ul style="list-style-type: none"> Excellent interpersonal and communication skills with a range of stakeholders Instructional / teaching experience and/or delivering education programs to people of all ages. Flexibility with working hours and locations Excellent knowledge of LSV’s Education, Royal Life Saving Society Australia (RLSSA) and Surf Life Saving Australia (SLSA) resources and services Ability to work within a team and with a diverse range of people <p>Qualifications</p> <ul style="list-style-type: none"> Provide First Aid CPR (Employee) Working With Children check Drivers Licence
Desirable Competencies:	<ul style="list-style-type: none"> Experience as volunteer, lifesaving and/or sport development Ability to travel to regional areas to deliver programs Understanding of Quality Assurance principals