



LIFE SAVING VICTORIA POSITION DESCRIPTION

| Position Summary | |
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| Position Title: | Seasonal Lifeguards |
| Position Category: | Seasonal Casual |
| Area of Operation: | Life Saving Operations – Lifeguard Services Positions allocated across following areas: Bass, Geelong, Gippsland, Peninsula, Bayside, Surf Coast & Otway, Western, Events. |
| Reporting / Responsible To: | Chief Lifeguard / Lifeguard Supervisor |
| General Role Description: | <p>To provide professional supervision of the beach environment and ensure the highest standard of public supervision and safety is always guaranteed. Lifeguards are to liaise and communicate in a positive manner with the broader community as a representative of the LSV, Council, and other contracted regulatory bodies.</p> <p>Lifeguards are responsible to provide specialist surveillance, advice, supervision, safety, first aid and rescue services to beach patrons (proactive and reactive) to educate and prevent loss of life by drowning and/or injury to the public.</p> <p>Embrace Lifesaving Victoria’s Mission and Values and attend annual requalification and training.</p> |
| Key Responsibilities | |
| Service Delivery | <p>Ensure the proactive surveillance, safety, first aid and rescue functions are carried out in the most efficient, appropriate and proactive manner in accordance with relevant regulations, protocols and procedures endorsed and implemented by Life Saving Victoria</p> <p>Attend re-qualification day/s, ensuring you are re-qualified and rescue ready, in time for commencement of shifts.</p> <p>Attend area induction and training days.</p> <p>Ensuring the Victorian community and its visitors receive health promotion and preventative communication alongside a rescue ready service.</p> <p>Identify hazards and minimize risks that might compromise the safety of the community.</p> <p>Take active steps to ensure the beach environment in the patrol area is kept free of hazards.</p> |
| Prevention and Education | <p>Take an active role educating the public on beach safety through informal discussions with beach patrons.</p> <p>Advise and provide information to beach patrons within your skill-set.</p> |



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| Equipment Maintenance | <p>Ensure equipment is placed in an appropriate location at commencement of duty and is used and maintained in-line with protocols.</p> <p>Equipment is checked daily for wear, tear and damage and any deficiency is reported to the Senior Lifeguard immediately.</p> <p>All lifesaving equipment remains in a serviceable condition and accounted for.</p> |
| Standards, Presentation and Protocols | <p>All standards relevant to lifeguard operations are maintained at all times;</p> <p>The employee is always well presented, portrays a professional image and uniform is worn in accordance with policy;</p> <p>Maintain good public relations and maintenance of the Lifeguard Service “image” while on duty.</p> <p>Understand and support policies and procedures of the organisation as defined in the Employee Handbook.</p> |
| Record Management & Administration | <p>Responsible for providing all relevant documentation (digital/paper-based) in a timely and accurate manner, within LSV’s requirements.</p> <p>Management of requalification digital/paper-based reporting.</p> <p>Responsible for self-management and aware of upcoming shifts.</p> <p>Build and manage a reportable relationship with club members where services are deployed from.</p> <p>Notify Chief Lifeguard of any issues that may arise.</p> |
| Teamwork & Communication | <p>Work in a manner that promotes teamwork and cooperation with all lifesaving resources, other emergency services, volunteers and the community.</p> <p>Display willingness to assist others, share knowledge openly, cooperate and support the service.</p> <p>Maintain a positive and constructive attitude that promotes confidence in those around them.</p> <p>Communicate courteously, professionally, and regularly with the Chief Lifeguard, LSV Management, fellow Lifeguards and members of the community.</p> <p>Familiarise and use LIMSOC, Humanforce, RMR.</p> <p>Adhere to LSV’s policies and procedures.</p> |
| Records and Reporting | <p>Complete in an accurate and timely manner all reports, incidents daily, and weekly logs and provide to the Lifeguard Supervisor/Chiefs as requested.</p> <p>Log daily sign on, statistics and log off either online or via LSV Comms</p> <p>Participate in reviews, investigations as required.</p> |



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| Proficiency | <p>Be capable of fulfilling the LSV assessments at any given time and maintain award currency and demonstrate proficiency (as required) in Lifesaving skills.</p> <p>Must be 'fit for work' at all times, as per the "fit for work" policy and escalate immediately if Lifeguard cannot meet policy requirements.</p> <p>Attend Lifeguard meetings and training sessions as required by the Australian Lifeguard Service</p> |
| Meetings | Attend and contribute to relevant meetings as required but not limited to; area and site-specific inductions, requalification, specialised training. |
| Human Resources | <p>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</p> <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> |
| OHS | <p>Reasonably comply with OHS guidelines and procedures, using protective clothing or equipment provided at all required times</p> <p>Identify hazards, 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>Is fully aware and understands safety procedures and expectations, and actively participates and contributes</p> <p>Practice and promote the Equal Opportunity, Harassment and Bullying policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying.</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> |
| Other Tasks | <p>Carry out specific tasks as required by the Lifeguard Supervisor, LSV Comms or Managers, within your skill-set.</p> <p>Exercises initiative in making improvements to work processes and outcomes.</p> |



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| LSV Core Values | |
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| 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"> Flexibility with working hours, able to travel within allocated area. Excellent knowledge of The Australian Lifeguard Service and LSV’s processes and policies within the service. Ability to work within a team and with a diverse range of people <p>Qualifications:</p> <ul style="list-style-type: none"> Bronze Medallion (Certificate II in Public Safety (Aquatic Rescue)) Apply First Aid (HLTAID003) Advanced Resuscitation Techniques Certificate (HLTAID007) Silver Medallion Beach Management Current Employment Working with Children Check Rescue Watercraft Certificate (RWC Lifeguard only) |
| Desirable Competencies: | <ul style="list-style-type: none"> Experience as Volunteer Lifesaver Inflatable Rescue Boat Driver/Crew ATV Induction/Certificate Pool Lifeguard Qualification |