



LIFE SAVING VICTORIA POSITION DESCRIPTION

Position Summary

Position Title:	Multicultural Program Instructor
Position Category:	Seasonal Casual
Area of Operation:	Multicultural Projects
Reporting / Responsible To:	Multicultural Project Officers Multicultural Project Manager
General Role Description:	<p>LSV's multicultural initiatives educate an ever-growing Victorian CALD community on much needed water safety. This not only saves lives and prevents injury, but develops genuine socially inclusive practices through aquatics that improve overall settlement.</p> <p>The Multicultural Program Instructor (Seasonal Casual) will work on programs specifically designed by LSV Multicultural for CALD community members that will cross multiple, additional departments within LSV including Research, Life Saving Operations, Training and Education.</p> <p>The position assists in;</p> <ul style="list-style-type: none"> • the delivery of Water Safety Education • community engagement and liaison with; <ul style="list-style-type: none"> ▪ Multicultural community participants ▪ CALD representative Agencies & Schools ▪ Participating pilot Lifesaving clubs & Swimming pools • the evaluation of (both) LSV Multicultural and research area multicultural water safety initiatives/projects

Key Responsibilities	
Program/Service Delivery	<p>Deliver the following sessions/ courses to multicultural groups;</p> <ul style="list-style-type: none"> - Multicultural Beach Program <p>Opportunities are available for involvement in;</p> <ul style="list-style-type: none"> - Meet a Lifeguard - Open Water Learning Experience Program - Others as required (eg Coaching & mentoring youth)
Communication	<p>Communicate courteously, professionally and regularly with peers, participants and teachers/coordinators.</p> <p>Periodically provide availability as requested and communicate with Multicultural Staff regarding program feedback and organisation.</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>Assist with Surveying/ Observation and Reporting for both LSV</p> <ol style="list-style-type: none"> 1. Research and 2. Multicultural Projects Departments <p>Participate in;</p> <ul style="list-style-type: none"> • Internal – LSV specific Multicultural Engagement Training • External – Cultural specific Diversity Training • All current LSV Education Department (mandatory) staff training programs as required • Additional LSV Education and/or Training (optional) staff training that would enhance the delivery of the below mentioned Education and Training sessions/courses
Support	<p>Provide individual one-on-one and small group mentoring and support to multicultural youth/children on both Education and Training sessions/courses</p> <p>Provide direction and support acquired from both the Internal/ External training opportunities & practical experiences to assist Education Department colleagues</p> <p>Identify additional essential skills/programs/resources that will develop existing LSV Multicultural programs in order to better LSV's service the multicultural community</p>
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>

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Key Responsibilities

<p>OH & S</p>	<p>Report all incidents or potential hazards to the Program Team Leader and/or Multicultural Staff.</p> <p>Ensure that all staff: student ratios are followed on programs as directed by the Program Team Leader and/or Multicultural 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>
<p>Safeguarding Children and Young People</p>	<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>

LSV Core Values

<p>Organisational Expectation</p>	<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"> • Strong interpersonal skills and empathy when engaging with LSV Multicultural groups • Preparedness to partake in additional Diversity Training when required • Demonstrated self-starter with the ability to work under minimal supervision • Energetic and enthusiastic, with an ability to commit to the varied demands of a unique and intensive summer Multicultural program including; <ul style="list-style-type: none"> ○ travel requirements ○ varying work hours/shifts ○ weekend duties ○ the diversity of activities & sessions required to instruct • The ability/capacity to lead small teams • The ability to work within a specialised team and to compliment/ balance that team with the desired skill set <p>Qualifications:</p> <ul style="list-style-type: none"> • SLSA Bronze Medallion or; • LSV Community Surf Life Saving Certificate • Provide First Aid • (Employee) Working with Children check • CPR
Desirable Competencies:	<ul style="list-style-type: none"> • Previous experience with LSV's Education and/or Multicultural Department participants is advantageous but not essential • Any additional, relevant delivery experience in education, aquatics, recreation and/or community-based programs • Experience working with volunteers, ideally within lifesaving • Appreciation of the procedures and culture of lifesaving clubs • Valid Australian Driver's License