

Position Description

Position title: Pool Lifeguard and First Aid Trainer and Assessor

Reports to: Commercial Training Coordinator

Date: August 2023

Position Details: Casual position for Surf Life Saving SA

Environment:

Surf Life Saving SA is the peak organisation for surf lifesaving in South Australia and is affiliated with Surf Life Saving Australia.

Surf Life Saving SA (SLSSA) is responsible for the governance, development, promotion and administration of surf lifesaving throughout South Australia and has the responsibility for servicing its more than 9,000 members and 22 clubs.

Position Scope:

This position is responsible to deliver and assess the courses SLSSA offers under its scope as a registered training organisation, with a primary focus on the successful conduct of Pool Lifeguard courses delivered at aquatic facilities across SA.

The Pool Lifeguard and First Aid Trainer will operate with a reasonable degree of autonomy and will be required to demonstrate initiative and independent decision-making skills in day-to-day operations.

The position has a responsibility to maintain existing relationships with clients and learners and contribute to the growth and improvement of course offerings, through excellent training delivery.

The Pool Lifeguard and First Aid Trainer will seek opportunities to maintain and develop professional knowledge and skills relevant to the industry and vocational training.

Key Relationships:

- CEO
- Education and Training Manager
- Commercial Training Coordinator
- Commercial Training Administrator
- Other Trainers and Assessors within SLSSA
- Member Education Coordinator and Officer
- Surf Life Saving SA staff
- Surf Life Saving SA Clubs
- New and existing external stakeholders and clients
- Members of the general public.

Key Areas of Responsibility:

The Trainer and Assessor is responsible to:

- Deliver and assess SLSSA training programs to a high standard.
- Support participants with their learning and identify and address additional learning needs during delivery of training.
- Assess participants' performance against course competency performance criteria and recommend additional training where necessary to gain competency.
- Ensure compliant delivery and assessment by meeting course requirements and utilising SLSSA resources, training standards and guidelines.
- Ensure participants are fully informed of their rights and responsibilities and have access to the relevant policies and procedures of the RTO.
- Assist with the development, review and validation of training and assessment resources.
- Maintain current competence in Pool Lifeguard and First Aid industry areas and vocational education and training by attending workshops, reviewing professional publications, establishing personal networks, and participating in relevant professional development.
- Build and maintain effective relationships with participants, other staff and clients to ensure quality training delivery.
- Maintain and care for SLSSA training equipment, including pool vehicles, and promptly report any issues requiring attention.

Skills, Experience and Qualifications

Essential Skills:

- TAE40116 Certificate IV in Training and Assessment, or equivalent.
- Pool Lifeguard and First Aid qualifications, at a minimum equivalent to current Pool Lifeguard skill set and Provide First Aid units of competency or higher.
- Industry experience working as a Pool Lifeguard.
- Experience in training and assessment.
- Excellent presentation and training skills.
- Strong verbal and written communication skills.
- Sound working knowledge of the Microsoft Office Suite.
- Willing to work across 7 days and able to travel to course locations within metropolitan and regional areas.

Desirable:

- Understanding of Surf Life Saving and its unique culture, not for profit, charity sector.
- Experience in delivering community / school education / industry training.
- Ability to use initiative and work unsupervised as well as in a team environment.
- Sound knowledge of the Standards for RTO's 2015.

Team Performance:

- Contributing to the overall success of the Surf Life Saving SA team through open and honest communication, respect for others and reporting progress regularly.
- Taking a proactive role in fostering a positive, enterprising and success driven culture within Surf Life Saving SA.
- Performing the responsibilities of the role in a manner which reflects and responds to continuous improvement.

Personal Attributes:

- Leads by example and has integrity and willingness to model the values of SLSSA.
- Demonstrates commitment, drive and initiative to achieve organisational strategic objectives.
- Highly motivated and enthusiastic team player with the ability to work autonomously and collaboratively in a team to maximise outcomes.
- Works well under pressure and has a strong attention to detail whilst overseeing competing priorities.

Hours of work:

The position is casual with expected working hours to include weekends and some evenings.

Special Requirements:

The successful applicant will be required to satisfy the requirements of a National Police Check, Working with Children Check and hold a current driver's licence.