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Adelaide Aquatic Centre

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POSITION DESCRIPTION – HOLIDAY SWIM

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| **Position Title**: | **Assistant Instructor** |
| **Reports to**: | Royal Life Saving SA - CEO |
| **Department:** | Holiday Swim |
| **Position Details:** | Casual, Seasonal position based at Specific Holiday Swim Location Pool |
| **Award & Remuneration**: | Fitness Industry Award (2020), Level 1 |
| **Approved by the Chief Excecutive Officer:** | Jayne Minear |

**Environment:**

Royal Life Saving Society – Australia works to prevent drowning and facilitate healthy, active lifestyles by equipping all Australians with water safety skills.

There is no one reason Australians drown, so there is not one simple solution. For this reason, our approach needs to reflect the complexity of the range of issues that result in drowning deaths.

To make sure we reach all Australians, whoever they are and wherever they live, we tackle these goals using an all-encompassing approach, designed to meet our stakeholders’ diverse needs, beliefs and values.

Royal Life Saving is driven by:

* Innovative, reliable, evidence-based health promotion and advocacy;
* Strong and effective partnerships;
* Quality programs, products and services;
* Continuing as a committed national organisation.

For the past 125 years, Royal Life Saving has worked to harness the strengths of the communities we work with to reduce drowning and turn everyday people into everyday community lifesavers

**Position Scope:**

As a member of staff at the Royal Life Saving Society - SA, this position requires you to work as part of a team. Employed as an Assistant Instructor, your key role is to support the Instructor in Charge by supporting the teaching of the Holiday Swim - Swim and Survive program and performing other duties as required at your allocated location.

**Key Working Relationships:**

* Chief Executive Officer
* Royal Life Saving Society – SA staff
* Parents and community members
* Holiday Swim Instructor in charge, Instructors, Assistant Instructors and volunteers

**Key Areas of Responsibility:**

As an employee of RLSS-SA for the purpose of the program, you are required to:

* Follow all reasonable directions from the Instructor in Charge and provide assistance with administrative duties when requested.
* Support in the preparation of lessons, observe directions and assist the instructor in the delivery of lessons, ensure that participants’ progress is monitored and provide support to ensure the best possible experience for a child in swimming lessons.
* Ensure that the limitations of participants, as a consequence of their medical history, are understood and adhered to. Instructors must follow all instructions supplied be their IC, parent/caregiver regarding the management of children with a disability.
* Ensure that all participants regardless of age, gender, race or disability, enjoy a positive experience within the RLSS-SA Holiday Swim program.
* Ensure you know the emergency procedures and that they are adhered to.
* Carry out all administrative tasks as requested by the Instructor in Charge
* Ensure that you conduct yourself in an orderly manner and that you do not engage in any unethical, illegal or offensive behaviour
* Perform other duties as requested
* Contribute to the application of best-practise human resource management (HRM) procedures within the worksite by:
* Complying with the RLSSA - SA procedures for safety, training, document control, corrective and preventative action and customer complaints
* Complying with all RLSSA - SA policies and procedures
* Undertake, where appropriate, self-development through industry training and development courses
* Contribute to a safe, healthy and non-discriminatory work environment by:
  + Taking reasonable care for your own health and safety and for the health and safety of others
  + Cooperating with the RLSSA -SA with respect to legislative occupational health and safety requirements
  + Being responsible and accountable for adhering to the requirements of the Equal Opportunity Act

**Skills, Experience and Qualifications:**

* It is essential to have experience in the swimming and/or aqutics industry.
* It is highly desirable to have experience in swimming and aquatics teaching.
* Assistant Instructors must hold and maintain the following qualifications for the duration of the program.
* CPR Certificate (HLTAID001/ HLTAID009)
* A current Working with Children Check
* Bronze Medallion (or higher)

**Personal Abilities:**

* Can lead by example, act with integrity and a willingness to model the values of RLSS - SA
* Demonstrates ability to work effectively, both independently and as part of a team.
* Demonstrated ability to communicate effectively with people at all levels.
* Ability to effectively use work related resources.
* Excellent interpersonal skills.

**Employment Special Requirements:**

* Assistant Instructors must hold the necessary qualifications set out in the employment application for this position. Qualification must remain current for the duration of the program.
* This is a casual contract for the purpose of the program and will be paid in accordance with the Fitness Industry Award 2020.
* Instructors are required to travel to and from the location at their own cost.
* All staff must wear protective clothing appropriate to the local environment when conducting classes. All personnel must wear a hat (outdoor locations), shorts, bathers, and a Rashvest at all times. Rashvests are supplied by RLSS-SA. It is encouraged for Assistant Instructors to wear a whistle whilst teaching. As a tool of trade, Assistant Instructors are responsible for supplying their own whitle.
* Assistant Instructors may be transferred to another location, after discussion with the Royal Life Saving SA Staff. Should an Assistant Instructor position become obsolete due to decrease in enrolment numbers, budgetary constraints or for any other reason whatsoever, the Instructor contract can be terminated with one (1) days’ notice.
* Assistant Instructors may be asked to assist with administrative duties before, during and after the program. Administrative hours are at the discretion of the IC and will be paid at the Assistant Instructors rate of pay (i.e. the rate you are paid ordinarily, to assist within a class).