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Adelaide Aquatic Centre

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POSITION DESCRIPTION – HOLIDAY SWIM

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| **Position Title**: | **Instructor in Charge** |
| **Reports to**: | Royal Life Saving SA - CEO |
| **Department:** | Holiday Swim |
| **Position Details:** | Casual, Seasonal position based at Specific Holiday Swim Location |
| **Award & Remuneration**: | Fitness Award, Level 4A |
| **Approved by the CEO:** | 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 no one simple solution. For that 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 Instructor in Charge, you are obliged to support the Royal Life Saving SA CEO by managing and overseeing the program at your allocated location.

**Key Working Relationships:**

* Chief Executive Officer
* Royal Life Saving Society – SA staff
* Pool Operators/Managers
* Parents and community members
* Holiday Swim Instructors, Assistant Instructors and volunteers

**Key Areas of Responsibility:**

* Instructors in Charge are responsible to the Royal Life Saving SA Staff for the implementation of the program at their location including program management and content, enrolment of participants, care and custody of enrolment money, allocation of staffing to classes, facilities, equipment, safety procedures, management of staff including I, AI and volunteers.
* Make contact with the pool, school or management authority as soon as possible after having accepted the Instructor in Charge position. Arrange access to site, collect keys if necessary, discuss safety and complete the site safety assessment. Ensure access to first aid kits, phone and collect any onsite emergency protocols set by the location for discussion at the orientation meeting.
* Ensure staff are aware of their duties and responsibilities including site safety, emergency procedures, course content and expected outcomes, child safe environment issues, where to find the first aid kit and phone in case of an emergency.
* Ensure the program is marketed and promoted in the local area to ensure maximum coverage and to ensure that the enrolment target is reached – Contact RLSS-SA to request official Holiday Swim Flyers and posters.
* Ensure the content of the program to be offered at the location is based on the advice and directions of the Royal Life Saving Society SA.
* Ensure open communication channels are maintained with parents of enrolled participants on the aims, objectives and content of the program to ensure that they understand the scope of the program, the benefits available to the participants and their progress in the program.
* Ensure that all participants enrolled in the location are instructed in accordance with the program in which they are enrolled and ensure that their progress is monitored and documented regularly during the program.
* Ensure the safety of all participants enrolled at their location and follow the emergency procedures outlined in IC Guidelines. Ensure the effective implementation of emergency procedures and demonstrate this before the end of the first lesson.
* Negotiate the resolution of program matters and report any issues of note, whether resolved or unresolved to the Holiday Swim Coordinator as soon as possible.
* Ensure all administrative tasks and duties are completed as outlined in the IC guidelines booklet.
* Perform other duties as directed.
* Contribute to the application of good human resource management (HRM) practices within the worksite by:
* Complying with the RLSS-SA procedures for safety, training, document control, corrective and preventative action and customer complaints.
* Complying with all RLSS-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:**

* Experience in swimming and aquatics teaching.
* Instructors in charge must hold and maintain the following qualifications for the duration of the program.
* AUSTSWIM Teacher of Swimming and Water Safety / RLS Swim Teacher or Equivalent
* Provide First Aid Certificate (HLTAID003/ HLTAID011)
* CPR Certificate (HLTAID001/ HLTAID009)
* Responding to Abuse and Neglect Certificate
* A current Working with Children Check
* Bronze Medallion (Desirable but not essential)
* AUSTSWIM Teacher of Infant and Preschool Aquatics (desirable)

To apply for a Working With Children Check, click here: <https://screening.sa.gov.au/applications/application-informaton-for-individuals>

**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:**

* Instructors in Charge 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 in Charge are required to sign off that they have read and understood the IC Guidelines.
* Instructors in Charge are required to travel to and from the location at their own cost.
* Pay rates are inclusive of all administrative tasks such as telephone calls, incidental photocopying and travel costs. Agreements for any additional payments of expenses MUST be made in writing to the Royal Life Saving SA Staff and will only be paid after approval confirmed back in writing.
* Receipts ascertaining to any additional approved reimbursements must be attached to the pay claim. No receipt will result in no payment being made.
* 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 compulsory for Instructors in Charge to wear a whistle whilst teaching. As a tool of trade you must supply your own whistle.
* Instructors in Charge may be transferred to another location, after discussion with the Royal Life Saving SA Staff. Should an Instructor in Charge position become obsolete due to decrease in enrolment numbers, budgetary constraints or for any other reason whatsoever, the Instructor in Charge contract can be terminated with one (1) days’ notice.