



SURF LIFE SAVING
NORTHERN REGION

POSITION DESCRIPTION

JOB TITLE:

COMMUNITY EDUCATION INSTRUCTOR – GRADE 3: SENIOR

ABOUT SURF LIFE SAVING NORTHERN REGION (SLSNR):

SLSNR IS THE PRIMARY ORGANISATION FOR DELIVERING BEACH AND COASTAL DROWNING PREVENTION OBJECTIVES TO MILLIONS OF PEOPLE IN THE UPPER NORTH ISLAND OF NEW ZEALAND.

OUR VISION: SUPPORTING OUR CLUBS TO KEEP THEIR COMMUNITY SAFE ON THE COASTLINE.

OUR MISSION: PROVIDING THE RESOURCE AND CAPABILITY TO ENSURE OUR CLUBS HAVE THE FLAGS GO UP ON THEIR BEACH.

OUR MISSION CRITICAL PRIORITIES):

ELEVATE AND ENRICH THE VOLUNTEER EXPERIENCE: INSPIRING ENGAGEMENT, FLEXIBILITY, RETENTION, AND GROWTH

EMPOWERING IMPACT AND GROWTH: STRENGTHENING CLUB SUPPORT, TECHNOLOGY, AND SUSTAINABLE RESOURCING

EVOLVING AND EXPANDING EVERGREEN PROGRAMMES: ENSURING RELEVANCE, ACCESSABILITY, AND FLEXIBILITY

OUR VALUES:

COMMITTED TO THE WELLBEING OF OUR MEMBERSHIP

ACHIEVING GREATER OUTCOMES THROUGH COLLABORATION

SERVING THE PUBLIC COURAGEOUSLY

STAKEHOLDER RELATIONSHIPS PREMISED ON TRUST AND HONESTY

THE MAURI OF OUR COASTLINE AND ITS IMPORTANCE TO OUR IDENTITY

THE NEED TO CONTINUALLY REVIEW AND INNOVATE

THE IMPORTANCE OF SURF LIFE SAVING'S CULTURE

WWW.LIFESAVING.ORG.NZ

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POSITION DESCRIPTION

This position description describes the duties that the appointee will be expected to undertake. It should not be regarded as a complete or exhaustive list and does not prevent the addition, alteration, or deletion of duties from time to time as determined by the Chief Executive

POSITION PURPOSE:

To safely lead Community Education Programmes for school aged children within the Auckland area and greater Northern Region

RESPONSIBLE FOR:

The safe and effective delivery of Community Education programmes and management of Community Education Instructors

REPORTS TO:

Community Education Supervisor

LOCATION:

Northern region

FUNCTIONAL RELATIONSHIPS:

- Community Education Supervisor
- Community Education Instructors
- School teachers
- School children
- School adults accompanying the group for supervision
- Beach going public
- Regional Lifeguard Service Team
- Surf Club liaison person

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KEY RESPONSIBILITIES

DELIVERY

- Lead a team to deliver effective Community Education Programmes.
- Role model best practice and mentor Junior instructors.
- Follow guidelines of the Community Education Programmes.
- Represent SLSNR as the leading water safety provider.
- Ensure staff wear the correct uniform when delivering Community Education Programmes.
- Provide children with a positive and professional role model.
- Supervise a safe swimming area for participating groups.
- Provide water safety information to participants and adult helpers.
- Attend inductions and training sessions provided by SLSNR.
- Always comply with SLSNR and SLSNZ policies.
- Always comply with all CSOP's and NSOP's

COMMUNICATION

- Ensure open and timely communication with SLSNR staff, Community Education Instructors and Club Liaisons.
- Provide guidance and support to fellow instructors through coaching and feedback.
- Promote any educational material provided by SLSNR and/or Club recruitment material to schools and participants groups.

MAINTENANCE

- Clean and Maintain equipment and uniforms.
- Secure club and equipment when not in use.
- Ensure Club facilities are left clean and tidy after programme delivery.
- Ensure venues have sufficient resource for pupils prior to their visit.

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PERSON SPECIFICATION

The appointee should have and be able to demonstrate:

- Professionalism and maturity.
- A good understanding of risk management and beach supervision.
- A passion for teaching children and educating the community.
- Capability of working in a small, productive team environment.
- Leadership, delegation, and organisational skills.
- The ability to give clear instructions and check for understanding.
- The ability to relate to people from a range of ages, ethnicities, and backgrounds.
- The ability to follow procedures and demonstrate initiative and adaptability when required.
- The ability to think strategically and logically to solve problems.
- Capability of managing an emergency situation.

KNOWLEDGE AND EXPERIENCE REQUIRED

Prerequisites

- Refreshed Surf Lifeguard Award and member of SLSNZ prior to employment.
- Minimum of two seasons as a Community Education Instructor (other relevant instructor experience considered).
- Minimum of two seasons active patrolling.
- 18 years of age (as of October 31, 2023).

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- Current SLS Surf First Aid Level 1.
- A working knowledge of risk management and supervision of beach education.
- Patrol leadership experience or similar outside of SLS operations.
- Experience teaching children in junior surf, water safety, swimming or similar.
- Experience managing a team to provide a service/ experience to a clients or participants.

OTHER

- NZ citizenship/permanent residency/hold an appropriate work visa.

Desirable Qualifications

- SLS Advanced First Aid
- Rock Module
- IRB Operator + Crewman
- Board Rescue Module
- Intermediate Lifeguard award
- SLA instructors award
- Teaching or instructor experience and qualifications
- Driver's License (Restricted or Full)

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