

# Position Description

## 1 Position Identification

1.1 Position Title: **Training Co-ordinator**

1.2 Position Status: Full Time

1.3 Salary Package: In the range of \$47,000 - \$60,100 PA (including Superannuation)  
(Salary package will depend on previous experience and qualifications relevant to this position.)

## 2 Role

The role of the Training Co-ordinator is to deliver and coordinate training courses for H<sub>2</sub>O Pro Pty Ltd including the management of our casual training staff. The Training Co-ordinator will be responsible for ensuring that any staff employed by H<sub>2</sub>O Pro Pty Ltd to deliver courses are suitably qualified and experienced and that they add to the professionalism of the Company.

## 3 Position Description

The Training Co-ordinator will:

3.1 Deliver the highest quality level of training possible and act as a benchmark for our casual trainers;

3.2 Market training courses offered by the Company;

3.3 Undertake the co-ordination of bookings of venues at which courses are conducted;

3.4 Maintain a suitable pool of qualified and experienced casual trainers;

3.5 Be responsible for ensuring the accuracy of course paperwork;

3.6 Assist with the development and review of course curriculum, training manuals and course resources, including the development of new procedures.

3.7 Maintain the Company's training equipment and vehicle;

3.8 Represent the Company on industry committees and at workshops

## 4 Key Responsibility Areas

### 4.1 Training

Deliver courses as and when required with a minimum average of 6 days teaching per month

### 4.2 Marketing

Identify key markets (develop a marketing plan)

Promote courses to the identified key markets (develop a promotion plan)

Mail promotional posters 6 weeks prior to each course

Set and meet budgets for Training including candidate enrolments, and casual staff wages

Develop Promotional Material for Lifeguard and 1<sup>st</sup> Aid Training

### 4.3 Venue Bookings / Timetabling of courses

Develop a 6 monthly program of courses and keep cancellations to less than 10% of scheduled courses

Ensure courses are exceeding minimum numbers

Ensure that re-accred courses are offered at similar venues and times each year

Develop a rapport with facility managers to ensure ongoing access to facilities

### 4.4 Oversee Casual Trainers

Identify and train suitable lifeguard & 1<sup>st</sup> Aid trainers and ensure minimum qualifications

Implement a procedure to ensure that all trainers are kept current

Identify and implement ways to improve or maintain the high standard of our trainers

Issue a regular trainers newsletter

Roster trainers for courses

Schedule and conduct staff training sessions

Undertake staff inductions for all casual trainers

### 4.5 Course Paperwork

Oversee the review of course paperwork after each course

Process all candidates who are "Not Yet Competent"

Arrange opportunities for unsuccessful candidates to complete their training

Review course feedback to identify ways to improve our service

### 4.6 Training Materials

Develop and maintain exam papers

Assist with the development and review of course curriculum and training manuals

#### **4.7 Equipment**

- Maintain stock of available training equipment and track equipment losses
- Oversee stock of oxygen and course consumables
- Pack, unpack and keep clean training equipment for courses.
- Allocate vehicles for courses so as to minimise our travel costs
- Oversee the service, maintenance and cleaning of the Company Ute

#### **4.8 General**

- Represent the Company on industry committees and at workshops
- Coordinate the Learner Engagement and Employer Satisfaction Surveys as required by the National Standards for RTO's

### **5 Key Competencies**

#### **5.1 Specialist knowledge & Skills**

- Ability to instruct to a broad range of ability levels and age groups.
- Knowledge of lifeguarding and first aid training.
- Ability to utilise a number of teaching strategies to provide understanding to candidates.
- Provide a learning environment, which allows candidates to achieve competency and enjoyment.
- Ability to co-ordinate tasks and people.
- Ability to develop marketing plans and budgets.
- Ability to prioritise tasks and projects.
- Ability to handle multiple projects simultaneously.
- Ability to develop or modify training courses and resources to a clients needs.

#### **5.2 Interpersonal Skills**

This position requires:

- Sound written and verbal communication skills
- Excellent customer service skills
- An ability to work as part of a team and to work unsupervised
- An enjoyment in teaching others
- A desire to always improve what you do
- Ability to motivate learners
- The ability to be accurate and to take pride in your work
- Ability to work in a small office environment

### **6 Qualifications**

#### **6.1 Current Pool Lifeguard Qualification**

#### **6.2 Apply First Aid**

#### **6.3 Certificate IV in Workplace Training & Assessment**

#### **6.4 Working with Children Check**

### **7 Experience**

**7.1** Ideally the Training Co-ordinator will have had, or still have, hands on experience in the recreation industry as a Pool Lifeguard. In addition knowledge of, and some experience in First Aid would also be advantageous.

**7.2** Experience in teaching adults.

**7.3** Knowledge of Microsoft software packages such as Word; Excel and Outlook.

### **8 Other**

**8.1** Must have a current Drivers Licence (Manual vehicles)

**8.2** Be willing to conduct courses anywhere in Victoria. This will include regular overnight stays in regional areas.

**8.3** Have a positive attitude to work

**8.4** Be willing to work weekends (up to 3 per month during peak periods), and evenings.

**8.5** Be prepared to enter into an Employment Contract