



Position Description

1 Position Identification

1.1 Position Title: **Casual Trainer**

2 Role

The role of a casual trainer will be to conduct courses registered by H₂O Pro Pty Ltd. The Trainer will be responsible for ensuring that the candidate's meet the outcomes set out in the assessment criteria.

3 Remuneration

3.1 Trainers are employed under the *Education Services (Post-Secondary Education) Award 2010* with the classification "Teacher – Category "D"". These rates, including a "bonus" will see a trainer earn up to:

Course	Rate
Pool Lifeguard Course – Full (weekend)	Up to \$950.00 per course
Pool Lifeguard Course – Update (1 day)	Up to \$550.00 per course
First Aid Course – 2 day (weekend)	Up to \$815.00 per course
First Aid Course – Refresher (1 day)	Up to \$500.00 per course

3.2 Travel and accommodation allowances are also paid for courses outside the Greater Melbourne area.

3.3 Workcover insurance will be provided in accordance with statutory requirements. Employees must report all work related injuries / illnesses to the General Manager as soon as they occur.

3.4 Superannuation will be paid in accordance with government legislation. Our preferred Superannuation fund is the HESTA fund.

4 Position Description

The Trainer will:

- 4.1 Deliver the highest quality level of training possible;
- 4.2 Ensure equipment is picked up from and returned to the office in Mulgrave;
- 4.3 Be responsible to prevent loss or damage to the equipment whilst in their care;
- 4.4 Prepare all paperwork in accordance with H₂O Pro Pty Ltd procedures;
- 4.5 Market items of stock at courses;
- 4.6 Assist with the review of course curriculum and training manuals, including the development of new procedures.

5 Key Responsibility Areas

- 5.1 Contribute to the development and provision of service, assisting in the development of a culture of quality, industry best practice and customer focus.
- 5.2 Ensure all equipment is picked up from and returned to the office and be responsible for loss or damage to equipment whilst in the trainer's care.
- 5.3 To conduct the course in such a manner as to ensure that participants are shown no favour or malice, and that the highest teaching standards are utilised.
- 5.4 Assist with the collection of monies as per H₂O Pro Pty Ltd procedures.
- 5.5 To attend all training programs to ensure that all trainers maintain consistent and up to date information.
- 5.6 To ensure that all training sessions are conducted in accordance with OH&S requirements.
- 5.7 Be aware of any dangers in the working or training environment and to ensure the safety and well being of all candidates at all times.
- 5.8 To administer First Aid to any candidate who is injured whilst undertaking a training session.
- 5.9 To liaise with the customers with the intention of providing customer satisfaction and ensuring they maintain a high regard for H₂O Pro Pty Ltd.



6 Accountability & Extent of Authority

6.1 The Trainer will report to the Training Co-ordinator on any concerns that occur during the delivery of a course.

6.2 The Trainer is responsible for the standard of candidate who completes the course.

7 Key Competencies

7.1 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.

7.2 Interpersonal Skills

- This position requires sound communication skills and sound customer service skills
- Ability to work as part of a team
- An enjoyment in teaching others
- Ability to motivate learners

8 Qualifications

8.1 At the time of appointment a “Trainee Trainer” must hold the following qualifications:

Pool Lifeguard Trainee Trainer

- Current First Aid qualification (*Provide First Aid*)
- Current Australian Pool Lifeguard Qualification
- A Current Working With Children Check (Category “E”)

First Aid Trainee Trainer

- Current First Aid qualification (*Provide First Aid*)
- A Current Working With Children Check (Category “E”)

8.2 To be appointed as a “Trainer”, the Trainee must, within 3 months of commencement of training, have or gain the Certificate IV in Training & Assessment.

9 Experience

9.1 Ideally a Casual Trainer will have had, or still have, hands on experience in the recreation or first aid industry.

9.2 Casual Trainers must deliver a minimum of Four full and Four update courses per annum.

9.3 Casual Trainers will need to be available to work a minimum of 1 weekend per month during the September to December period.

9.4 As part of our quality control, each trainer will be required to sit in and observe another trainers course at least once per annum

10 Duration of Appointment

10.1 Casual Trainers are appointed for a period of up to twelve months. Following that period a person may re-apply to continue as a Casual Trainer provided they have met all the pre-requisite qualifications and experience.

11 Uniform

Corporate image is a very important part of business. As such the following dress policy is to be adopted by all Trainers:

11.1 Corporate uniform when teaching is the Company Polo shirt or Company Chambray shirt worn together with slacks, shorts or skirt. (No tracksuits)

11.2 Company Name badge

11.3 Footwear should be neat casual, however it should have a non slip sole as much of our work is conducted in wet slippery environments. (No runners or thongs)



- 11.4 Casual trainers will be issued with a Company shirt, on commencement of their first year of training. Additional Shirts / Shorts can be purchased at any time. Lifeguard trainers will also be issued with a pair of shorts for use in the water
- 11.5 The Company encourages the wearing of a broad brimmed hat when conducting courses in outdoor swimming pools. Also, the use of rash vests to prevent sunburn is encouraged.
- 11.6 The company does not encourage facial or body jewellery or exposed tattoos. Employees need to ensure that any jewellery (rings, earrings etc.) does not impede on their ability to perform their designated duties in a safe manner.

12 Other

- 11.1** Must have a current Drivers Licence
- 11.2** Be willing to conduct courses anywhere in Victoria
- 11.3** Have a positive attitude to work