

## APPENDIX 4.24

### JOB DESCRIPTION – TRAINER

**Responsible to:** Chief Training Officer (CTO)  
– endorsed by Branch Director of Education (DOE)

**Responsible for:** Course Participants

**Purpose Statement:** To improve and maintain the competence and confidence of Club members by transferring vital knowledge and skills through quality education, whilst adhering to Academy policies, procedures and best practice principles.

#### Key Areas of Responsibility: Continuous Improvement

- Demonstrate a commitment to continuous improvement.
- Understand and follow all education policies and procedures as outlined in the **Academy Volunteer Handbook**.
- Contribute to continuous improvement by making improvement recommendations to the CTO or DOE when they become apparent.
- Access the pre-season update and complete required skills maintenance on an annual basis.
- Attend a state supported professional development workshop once every year or complete the VET Logbook to track your professional development.
- Attend Club and Branch meetings (as required).

#### Course Delivery

- Conduct training as agreed with the CTO.
- Competently undertake training activities, ensuring a safe and supportive training environment that meets all SLSNSW requirements and is conducive to learning.
- Develop a stimulating learning environment by using a variety of styles, techniques and approaches to present subject matter and practical techniques.
- Ensure all course participants understand the expected outcomes as per course requirements, and are informed of the training and assessment methods to be used.
- Ensure course participants are prepared for any assessments.
- Conduct training using only SLSA & SLSNSW endorsed resources.

#### Course Administration

- Complete and distribute the **Participant Joining Instructions** before each course.
- Ensure each course participant completes a **Training Enrolment Form** in its entirety before each course.
- Ensure a Training Course Report is completed fully for each course.
- Provide each course participant with a **Participant Evaluation Form** at the end of each course.
- Ensure all required course paperwork is sent to the DOE within 14 days of final assessment (find out from Branch what paperwork is required).
- Assist in the completion of Member Incident Reports (if required) for training activities.

#### Other

- Stop any training or assessment activity that is unsafe, or is in breach of any of the Academy policies and processes. Inform the CTO as soon as is practicably possible.
- Ensure risk assessments are completed in line with the Guidelines for Safer Surf Clubs and SLSA's Water Safety Policy.

#### Skills / Experience / Personal Qualities required:

- Hold TAEDEL301A Provide work skill instruction and BSBCMM401A Make a Presentation (Essential)
- Hold (and be proficient) in the award you intend to deliver (Essential)
- IT literacy (Essential)
- Excellent communication and interpersonal skills (Essential)
- Ability to work as part of a team (Essential)
- An understanding of the needs of adult volunteers (Desirable)
- An understanding of vocational education and training (VET), specifically as it applies to the not-for-profit context (Desirable)