

Position Description – Sport and Recreation Trainee.

Westvic Staffing Solutions Group Training Operations originated in 1984 as a not for profit, community-based company and has since evolved as a leading regional provider of employment and training services throughout South West Victoria.

Our services are professionally delivered by dedicated staff, committed to:

- Delivering quality employment and training services to the community
- Increasing the trade and vocational training and employment capacity of the South West Region
- Providing a bridge between school and employment

What is Group Training?

Group training is an arrangement whereby Westvic Staffing Solutions employs Australian Apprentices (Apprentices and Trainees) and hires them to other businesses called host employers, while they are undertaking their training.

It is a unique form of labour contract in which in which Westvic Staffing Solutions (the employer) provides no work directly but does so through leasing the Apprentice / Trainee to one or more host employers.

Westvic Staffing Solutions acts as the primary employer and:

- Carefully selects the Australian Apprentice
- Manages the Training
- Takes responsibility for all administration connected with wages, allowances, superannuation, and workers compensation, personal / annual leave and other employment benefits.
- Rotates the Australian Apprentice from business to business, where necessary to ensure that each Australian Apprentice receives a broad range of training and experience.

Australian Apprentices employed by Westvic Staffing Solutions have the security of continuing employment throughout the training period and support from their Field Officer.

What is an Australian Apprenticeship / Traineeship?

The Australian Apprenticeship scheme encompasses all Apprenticeships and Traineeships. They combine time at work with training and can be full time, part time or school based. Australian Apprenticeships are the best way to combine training and employment and lead to a nationally recognised qualification from certificate 2 level through to a diploma. Training can be in the form of “off the job” at a Registered Training Organisation (RTO) or delivered in the workplace.

What is a Training Agreement?

Australian Apprenticeships / Traineeships operate on the basis of a formal Training Agreement between an employer (Westvic Staffing Solutions) and the Australian Apprentice / Trainee and explain the Apprentices / Trainees obligations to the employer and the employer’s obligations to the Apprentice / Trainee.

Training agreements are registered with the State Training Authority via an Australian Apprenticeship Centre.

Sport and Recreation Trainee

Position Description

Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken, including responsibilities of a particular job. The position description may also include information about working conditions, tools, equipment used, knowledge and skills needed possible relationships with other positions and health and safety requirements of the position and the organisation in general.

The Position Description is to be used as a reference document when assessing the workplace health and safety conditions at the worksite/s.

Employee Name: TBC

Date PD issued: 08/02/19

Position: Sport and Recreation Trainee

Host Employer: Belfast Aquatics

Supervisor:

Host Employer Address: 39 Campbell St Port Fairy, VIC 3284

Westvic Staffing Solutions Field Officer: Jacob Rhodes

Duties/Tasks of Position:

- Undertake the sale of admission fees, memberships, merchandise and kiosk items in a professional and friendly manner
- Administrative duties as required.
- Use correct cash handling and banking procedures.
- Under guidance from management promote Belfast Aquatics and special events with the use of social media and other advertising avenues
- Immediately respond to customers' needs or concerns
- Conduct cleaning & safe control measures for: change rooms, lost property and public use equipment
- Undertake regular cleaning and tidying duties to ensure the maintenance of a safe and clean environment for staff and patrons.
- To provide tours for visitors and potential members.
- In a Lifeguarding capacity provide adequate supervision of aquatic facilities to ensure the safety of all facility users and that facility rules are being obeyed.
- Identify and quickly respond appropriately to any emergency, and in the event of injury or illness provide appropriate first aid.
- Carry out intervention and preventative action to ensure the safety and wellbeing of patrons, the facility and equipment.
- In conjunction with facility management, facilitate the timely and safe use of water space, in clearly defined areas using appropriate signage.
- Conduct and record rostered pool tests and pool maintenance to ensure full compliance with Health Department Regulations.
- Complete errands as directed.
- Perform other duties as required

Responsibilities:

- Comply with legislative and organisational requirements relating to:
- Occupational Health and Safety
 - Guidelines for Safe Pool Operation
 - Workcover

- Risk Management
 - Pool Operations and Pool Life Guarding
- Create a welcoming atmosphere by engaging all people in a friendly and approachable manner.
 - Work as part of a team and shows professionalism.
 - Punctual in both attendance on shift and attendance at staff meetings.
 - Wear correct uniform so easily identifiable as a Life Guard.
 - Flexible to work early mornings, evenings and weekends in an effort to share the workload.

Qualifications and Licenses Required:

- Current First aid Certificate HLTAID003
- Current Pool Lifeguard Certificate (preferable)
- Teacher of Swimming & Water Safety Certificate (not essential but an advantage).

Workplace Health and Safety:

- Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions.
- Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health.
- Correctly wear and maintain items of personal protective clothing and equipment that are provided.
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work.
- Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.

Additional Information

- **Hours Per Week: 38**
- **Days per Week:** Monday to Friday with some weekend work included
- **Award / Agreement:** National Training Wage
- **Superannuation:** 9.5%
- **Commencement Hourly Rate:** TBC

Copy to : Employee

Host Employer

Main File