



Go Ride A Wave - Employment Information Sheet (V13)

Welcome to Go Ride A Wave!

Established in 1987, Go Ride A Wave (GRAW) is an industry leader in outdoor adventure education and recreation. The company operates in two states and in multiple locations. We offer a variety of activities, and pride ourselves on providing outstanding personalised service and instruction to our clients. The majority of GRAW's business involves surfing instruction, for this reason all new staff begin their employment as an **assistant surfing instructor**.

The following pages will cover:

- Surf class observation and paid classes
- Assistant Surfing Instructor Qualification Requirements
- How much work can I expect?
- What's the pay rate?
- Staff training days
- Becoming a Senior Instructor/ Instructor In Charge

Surf class observation and paid classes

Before anyone can be considered for paid work, you are required to observe at least 2 voluntary (non-paid) surf classes. These observation classes will give you an idea of what the job involves and, as you will be interacting with our clients, we are also able to gauge what you will be like as an instructor.

For the 1st Observation Class, you must be at least 18 yrs old, but are not required to hold any other qualifications.

For subsequent observations you must either hold the appropriate qualifications for the activity (refer to page 2), or must show evidence of being enrolled to complete the appropriate qualifications.

Each lesson will be with one of our senior instructors who will guide you through from start to finish. A surf class involves a theory sessions on the beach, and practical sessions in the water (where instructors help push/pull clients onto waves and offer feedback and encouragement). We require you to be involved in both, so don't forget your wetsuit.

- 1st Observation Class – we will supply you with a lesson plan prior to the class and you will only be required to listen, observe and learn.
- 2nd Observation Class – you are expected to take on a 'speaking' role for at least a small part of the theory session. The senior instructor will be there at all times to assist you.
- Further observation classes may be required and will be decided on by the senior instructor.
- You will not get allocated on a class and paid until you feel comfortable presenting the theory session.

We will be able to offer you paid work:

- once you have completed all of the required observation classes
- you are able to present the theory portion of the lesson
- we have evidence of your required qualifications / awards
- we feel you are suitable to this role and the Go Ride A Wave company.

When you first become employed with us, you will still be guided through your early classes under the supervision of a Senior Instructor. During this period your focus will be on perfecting the beach theory component. You will be assessed by a senior staff member to make sure you have fully grasped the requirements of teaching surfing to our clients.

Assistant Surfing Instructor Qualification Requirements

Awards requirements – minimum:

1. Employee Working With Children Check (WWWC)
2. Apply First Aid Certificate (HLTAID003)
3. Surf Bronze Award (Community SLS Certificate or Bronze Medallion) *
4. GRAW In-House Pool Swim (400m within 9 mins) *
5. GRAW Assistant Surf Instructor Written Assessment
6. GRAW Assistant Surf Instructor Practical Assessment

* Points 3 & 4 need to be requalified each year

1. Employee Working With Children Check (WWCC)

All active staff must have an **EMPLOYEE** Working With Children Check (WWCC).

<http://www.workingwithchildren.vic.gov.au/>

We have a separate document we can supply which assists you with completing the form.

If you already have a WWCC, please ensure it's the EMPLOYEE type (not Volunteer). You will also need to update your information by adding Go Ride A Wave as your employer.

This can be done online or by calling them.

WWCC Information Line 1300 652 879 (8:30am to 5:00pm Monday to Friday)

2. Apply First Aid Certificate (HLTAID003)

The Apply First Aid certificate (formerly 'Senior' or 'Level 2') is the minimum level we require for staff to work for Go Ride A Wave. The course needs to be completed through a recognized learning facilitator. Please ensure that the course you choose has the code **HLTAID003**.

There are numerous FA providers, go on-line and look for a course near you.

For example, check out the following St. Johns site: <http://secure.stjohnvic.com.au/courses/courses.cfm>

3. Surf Bronze Award (Community SLS Certificate or Bronze Medallion)

Every staff member needs to have a current Community SLS Cert or Surf Bronze award. The award needs to be completed through a recognized learning facilitator. Go Ride A Wave does not run these courses in house.

Course information can be found at:

- **Community SLS Certificate** - Life Saving Victoria
<http://www.lifesavingvictoria.com.au/www/html/1718-community-surf-lifesaving-certificate.asp?intSiteID=1>
Ph.: 03 9676 6900 or email: mail@lifesavingvictoria.com.au
- **Club Surf Bronze Award** - Local Surf Life Saving Clubs. E.g. Point Lonsdale, Ocean Grove 13th Beach, Bancoora, Torquay, Jan Juc, Anglesea, Fairhaven and Lorne.
<http://www.lifesavingvictoria.com.au/www/html/157-join-a-life-saving-club.asp?intSiteID=1>

4. GRAW In-House Pool Swim Test

It is compulsory that you complete an in-house pool swim test prior to becoming a paid employee.

The test requires you to swim 400m within 9 minutes. Please contact us to arrange a time.

If you achieve the required time you are considered to be competent. Should you not reach the time, we encourage you to do some training and have another attempt.

5. GRAW Assistant Surf Instructor Written Assessment

Staff are to complete a brief written assessment based on our company and surfing lesson plans.

6. GRAW Assistant Surf Instructor Practical Assessment

Staff will be assessed during a surfing lesson on their practical instructing skills. The assessment will be carried out by a senior instructor.

**** NOTE:** It is the employee's responsibility to ensure all their relevant awards are kept up to date. Go Ride A Wave also needs to receive a copy of these awards. We have a scanner if required. Once we have recorded your details, we can help to remind you when each award needs to be renewed, and the best avenue to achieve this.

How much work can I expect?

We offer classes every day and all year round, but the majority of our business is done during the warmer months. The majority of our clients are school groups who are camping on the surf coast, so most work occurs on weekdays in term 4 (Oct – Dec) and in term 1 & 2 (Feb – Apr). We are also busy during the Christmas and Easter holidays, however classes are dependent on public interest.

How much work an instructor gets will depend on:

- the time of the year (the amount of client bookings we have received),
- how available you are (if you are available all day, 7 days a week, you are likely to get a lot more classes than someone only available Monday's and Tuesday's after 12pm)
- your reliability,
- how good you are at communicating with our logistics coordinator (we use a combination of remote desktop, email, phone and text to communicate with our staff) Prompt replies usually result in more work
- how good an instructor you are (energetic and enthusiastic staff, who work as part of our team and are committed to ensuring our clients get the best service, will get more work),
- your living location and/or if you are prepared to travel (Note: the majority of classes are run in the Anglesea area)
- how long you have been with the company,
- and, what level of instructor you are (see Becoming a Senior Instructor below)

During busy periods an assistant instructor could potentially work 8-14 classes per week.

What's the pay rate?

If employment is confirmed, prior to receiving pay, you will need to complete the following forms:

- Tax Declaration Form,
- Bank Details Form
- Standard Choice Superannuation Form
- Letter of Engagement (casual employee contract) Form

Instructors are employed on a casual basis and are paid per class.

Most classes run for 2 hours, and Assistant Instructors are required to be there 10 minutes before and after the lesson, so are paid for 2.33 hours work.

The current assistant instructor pay rate per hour

- Weekday \$22.77 and

- Weekend/Public Holidays \$23.68

Pay is processed electronically each Wednesday.

Staff Training Days

At the start of the season, time will be allocated for staff training. The training will mainly focus on surf instruction and risk management, but will also cover the other activities which GRAW offers, such as:

- Surf Safety and Surf Carnival programs
- River and Ocean Kayaking
- SUP (Stand Up Paddle Boarding)
- Team Building

Training will be available for all new and existing staff. Existing staff are encouraged to attend the training for whichever activities they have not yet, but are interested to teach, or any activity they need to refresh on.

* New staff must attend all Surf Class related training.

Keep in mind that if you are trained in multiple activities you:

- Are more valuable to GRAW,
- Increase your chances of work,
- Will have more variety in your work

The training will cover all aspects of running a particular activity and the expectations we have of our staff. It's a great way to meet other staff and learn from others.

Training will also be offered during the season as required.

Becoming a Senior Instructor/ Instructor In Charge

All of the activities that Go Ride A Wave offer operate under strict instructor to client ratios, and every class is allocated an instructor in-charge. Only senior instructors can be allocated to be the instructor in charge.

Surf classes, for example, are run with a ratio of 1 instructor per 8 clients. For a class of 1-8 clients only 1 instructor is required - this instructor must be an instructor in-charge. For a class of 9-16, a second instructor is required (senior or assistant), for 17-24 clients a third is required, and so on.

Group class sizes average around 15-25 students, with some reaching 50.

○ **Senior Instructor**

In time we will look into training you to become a Senior Instructor.

In addition to the Assistant Instructor requirements, Senior Instructors need to complete:

- GRAW in-house 400m pool swim within 7:30 minutes
- ART (Advanced Resuscitation Techniques) Award - GRAW in-house course or through SLSA
- Spinal Management Award - GRAW in-house course or through SLSA
- Level 1 Surf Coach Certificate
- GRAW Written and Practical Assessment
- Show initiative, responsibility, maturity and excellent group control.

○ **Instructor In Charge**

The instructor in charge is responsible for the whole of the lesson. Pre-class they gather client information (class numbers, age, medical requirements) and pack and transport equipment as required. They are the liaison with the client, and during the class responsible for the safety of the group. Post-class they are required to pack up and transport gear as required (including washing wetsuits). As well as receiving the senior instructor pay rate, the instructor in charge is also paid for a longer period per class.

If you have any questions, please don't hesitate to contact me.

We look forward to having you as part of our energetic and enthusiastic team.

Lachie McCoombe

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