



Position Description – Assistant Instructor

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| Position Title of Supervisor | Course Director |
| Name of Supervisor | Person varies between States |

1. Objective of Position

To assist with the conduct of ASPA training programs, courses and modules.

To coordinate practicals, scenarios and act as role players for examinations.

Assistant Instructors are not required to have Certificate Level IV in Work Place Training (or equivalent), but must have completed the ASPA one day train-the-trainer program and the ASPA Trainers Induction course.

2. Organisational Relationships

- (i) **Position Title of Supervisor**
Course Director
- (ii) **Position Titles which also report to Supervisor**
Instructor, Examiner, Lecturer
- (iii) **Position Titles that report to this position**
Nil

3. Organisational Context of Position

The Australian Ski Patrol Inc (ASPA) is a national volunteer organisation whose purpose is to serve the public in the rescue and first aid treatment of injured visitors to alpine areas; to promote awareness of safety and establish safety standards in Australian Alpine Areas; provide first aid training and examination courses for and on behalf of its members.

This position is one of many that are nominated prior to the commencement of a course or program. It is supervised by a qualified trainer (examiner, instructor, or Course Director) in all aspects of training and assessment.



4. Key Accountabilities

- a. Arrange venue, training resources, training equipment and catering;
- b. Process course applications;
- c. In consultation with the Vice President Education, use feedback from stakeholders and clients to review policies and procedures and use to improve services provided as per the Continuous Improvement Policy;
- d. Hand out all course participants receive the Student Enrolment form, Course Participant Information and Course Information and Schedule;
- e. Assists with exercise and activity sessions in one or more assigned areas, such as first aid, CPR, analgesics, oxygen, or scenarios and/or specialty training.
- f. Sets up and monitors class equipment, and ensures its return in serviceable condition.
- g. Advises participants on program and class procedures and policies, as directed.
- h. Distributes handouts and/or class evaluations, if appropriate, and answers questions from participants after each session; assists in performing follow-up and communication with participants, as directed.
- i. Tracks progress of students; maintains student files, as directed.
- j. Ensures that safety and injury prevention policies and procedures are adhered to by participants; reports accidents and prepares accident reports, as directed.
- k. Performs miscellaneous training related duties, as directed.