



Surf School Manager

Reporting to: Director of Adventure

Tenure: Full-time seasonal position, operating annually from October to May

Start Date: October 2026

Role Purpose

The Surf School Manager is a hands-on leadership and operations role within Salty Surf School, one of Peninsula Outdoors' core adventure streams. The position is responsible for personally delivering high-quality surf, stand-up paddleboarding, bodyboarding and water safety programs, while coordinating the people, equipment and daily logistics required for safe and efficient operations.

Working within the strategic direction, schedules and budgets set by the Director of Adventure, the Surf School Manager acts as the lead instructor for most sessions, supports and supervises instructors on the ground, manages changing coastal conditions and ensures participants receive safe, engaging and inclusive learning experiences.

Key Responsibilities

Program Facilitation 80%

- Act as lead instructor for surfing, stand-up paddleboarding, bodyboarding and water and surf safety programs.
- Deliver safe, engaging sessions that meet agreed client objectives and participant learning outcomes.
- Provide clear safety briefings, practical demonstrations, in-water coaching and constructive feedback for participants of varying ages and abilities.
- Adapt session plans to suit group needs, participant ability, weather, swell, tides and changing beach or ocean conditions.
- Monitor environmental conditions in real time and make sound decisions to modify, relocate or cancel sessions when required.
- Apply Surfing Australia, aquatic industry and organisational standards, risk controls and emergency procedures.
- Mentor and support instructors during delivery to maintain consistent standards, required ratios and safe practice.
- Build positive relationships with participants, parents, schools and other client groups, and respond promptly to service issues.
- Participate in journey and overnight programs, including journey catering and duty rosters, when required.

Program Coordination and Operations 20%

- Implement program schedules and operational priorities set by the Director of Adventure.
- Plan and tailor surf school sessions to meet client requirements, including public, private, school, community and holiday programs.
- Prepare staff rosters that maintain required instructor qualifications, supervision ratios and program coverage.
- Select suitable surf locations based on forecasts, weather, swell, environmental conditions, permits and participant ability.
- Coordinate multiple vehicles, buses, trailers, staff and equipment across simultaneous sessions and venues.
- Prepare, transport, check and maintain surfboards, SUPs, bodyboards, wetsuits, PFDs and safety and rescue equipment.
- Maintain equipment, vehicles and trailers in a clean, safe and professional condition, and report faults or maintenance needs promptly.
- Complete stocktakes and coordinate equipment maintenance, replacement and ordering within approved budgets.
- Conduct staff briefings and debriefs, and promptly report operational issues, safety concerns and service gaps to the Director of Adventure.
- Manage online bookings and classes, and respond to public and private enquiries for holiday and weekend sessions.
- Support the development and growth of holiday camps, programs, venues and simultaneous class offerings.
- Identify and recommend practical business development opportunities for Salty Surf School.

Staff Leadership

- Assist with advertising, recruitment, induction and onboarding of surf school staff.
- Coordinate, train, mentor and supervise instructors to build capability and consistent program delivery.
- Maintain clear day-to-day communication and a respectful, accountable and inclusive team culture.
- Support staff to maintain required qualifications, professional standards and compliance obligations.

Key Selection Criteria

Qualifications and Experience

- Three to five years of relevant experience delivering surf, SUP, aquatic or outdoor education programs, including experience in a similar coordination or leadership role.
- Surfing Australia Foundation Instructor, Surfing Australia SUP Instructor, ASI Level 1 Surf Instructor or equivalent recognised qualification.
- Surf Rescue Certificate, Community Surf Certificate, APOLA OSSCA, Bronze Medallion or equivalent recognised water safety qualification.
- Experience working with school, community and public participants of varying ages, backgrounds and abilities.

- Demonstrated ability to mentor, coordinate, train and supervise staff.
- Light Rigid or other relevant heavy vehicle licence, or willingness to obtain, together with competency towing trailers.

Skills and Attributes

- Sound knowledge of outdoor education, camping, aquatic program and adventure activity requirements, including safety and regulatory obligations.
- Hands-on leadership skills, with the ability to build rapport, maintain standards and support staff through change.
- Strong organisation and planning skills, with the initiative to prioritise tasks and manage a changing schedule.
- Clear verbal and interpersonal communication, including confidence briefing groups and instructing in beach and water environments.
- Strong problem-solving and judgement, with the ability to assess situations from different perspectives and act promptly.
- Commitment to high-quality client service and accountability for issues that may affect safe or reliable delivery.
- Collaborative approach that respects different working styles and shares information effectively.
- Inclusive and fair approach that respects cultural diversity and individual learning needs.
- Professional presentation and commitment to ongoing development and maintaining role-specific qualifications.

Other Requirements

- Current Working with Children Check.
- Satisfactory National Criminal History Check.
- Current driver's licence.
- Flexibility to work weekends, evenings and peak holiday periods.
- Willingness and ability to travel within Victoria, including intra-state travel to manage and facilitate programs.
- Ability to undertake the physical and practical requirements of aquatic and outdoor program delivery.
- Adherence to all Peninsula Outdoors and Salty Surf School policies, procedures, risk controls and reporting requirements.

Additional Duties

The Surf School Manager may be required to assist with catering, cleaning, grounds maintenance, on-call responsibilities and other reasonable duties that support the safe and effective operation of Peninsula Outdoors and Salty Surf School.