

APPENDIX 4.15

JOB DESCRIPTION – RADIO OFFICER

Responsible to: Club Captain

Responsibilities and Duties

- Pre-season servicing/programming check of all radios in preparation for annual gear and equipment inspection
- Ongoing coordination of radio servicing/repair in accordance with Standard Operating Procedures, Life Saving 7
- Manage the adherence to programming requirements and radio best practice
- Recommend the purchase and replacement of club radios and radio-bags to Club Committee
- Support and promote radio procedure information and training (in consultation with the Chief Training Officer)
- Provide regular communication to Patrol Captain's and members
- Submit reports to the Club Executive Committee via Club Captain

Knowledge and Skills Required

SLSA Radio Operators Certificate

- Active patrol experience
- Awareness and understanding of SLSNSW Standard Operating Procedures (radio related)
- Communicate effectively and have good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised