

Responsible to: Club President

RESPONSIBILITIES AND DUTIES

- Responsible for all matters pertaining to and involving Surf Life Saving and Conduct.
- Liaise with and consult to Surf Life Saving Central Coast, State and Australian Centres in respect of improvements and on-going developments in Surf Life Saving equipment and techniques.
- Be subject at all times to directions or guidelines as to the incurring of any costs as set by the Board of Management.
- Administer and organise patrols (rosters, experience/qualification spread).
- Manage and adherence to requirements as per LSA and SOP (Quality Assurance).
- Ongoing management to deliver service standards and issue resolution.
- Coordinate pre-season preparation phase (equipment/uniforms, rostering, communications etc).
- Responsible for the conduct of members in the Club.
- Oversee the Gear Steward/Power craft Officer concerning lifesaving gear, ensuring it is well maintained, managed and including the annual gear and equipment inspection.
- Provide regular communication and support to Patrol Captains and Members.
- Work with Chief Training Officer to address training requirements and deficiencies.
- Recommend actions to Club Committee.
- Liaise with Branch Director of Lifesaving, attend BOSS meetings at SLSCC Headquarters.
- Communicate with patrol defaulters to maintain efficiency of patrols.
- Keep a record of member re-qualifications each season – Surfguard.
- Keep a record of Members performances at patrol duties.
- Submit regular reports to the Club Executive Committee.
- Develop and maintain the Club's POM.
- Manage, in consultation with others, the annual lifesaving equipment grant (applications and acquittal).
- Manage ATV inductions yearly, check patrol logs entered on tablet before closing.

KNOWLEDGE AND SKILLS REQUIRED

- SLSA Bronze Medallion and Silver Medallion Beach Management
- Good understanding of Club culture and lifesaving operations.
- Ability to organise and delegate tasks.
- Proficient computer skills and administration.
- Aware of Work Health and Safety policy.
- Accreditation in Training Small Groups (TSG) – desirable
- Maintain confidentiality on relevant matters.
- Can communicate effectively and possess good interpersonal skills.
- Positive and enthusiastic.