

Scarboro Surf Lifesaving Club

Job Description – Boat Captain



1. Position

Boat Captain

2. Position Purpose

Responsible for management of the Club's boat competitors and equipment

3. Key Relationships



4. Approved by

Director of Administration

Name: Nick Stewart

Date: 28 June 2013

Club President

Name: Elise Irwin

Dated: 28 June 2013

Scarboro Surf Lifesaving Club

Job Description – Boat Captain



5. Major Responsibilities

- Encourages Club Members to compete in boat events
- Responsible for the care and maintenance of the Club's boats and associated equipment
- Maintaining records of competitors performance
- Submit competition entries to the Competition Officer for all competitions
- Allocate equipment for training and competition
- Liaise with Social Officer for social/fundraising events
- Meet regularly with Boat Coach/s to monitor competitors performances and team selections
- If coaching, refer to Club Surf Sports Coach Job Description for specifics
- Liaise with appropriate personnel on training programs and talent identification
- To recommend the purchase or update of any equipment or program that will aid the Club's progress in boat events
- To ensure that all gear and equipment relevant to the boat arena is available at all carnivals
- Appoints additional support in the form of a Boat Committee where required

6. Primary Accountability Performance Measures

Budget	Submits a boat budget for approval
Meetings	Attends Club meetings as required
Reporting	Provides reports when required
Club Policies	Encourages boat competitors to comply with Club policies
Lifesaving & Education	Encourages boat competitors to maintain proficiency and meet patrol hours requirements



7. Required Competencies

- Ability to organise and delegate tasks
 - Understanding of budget compliance
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
 - Working with Children clearance
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