

Scarboro Surf Lifesaving Club

Job Description – Club Captain



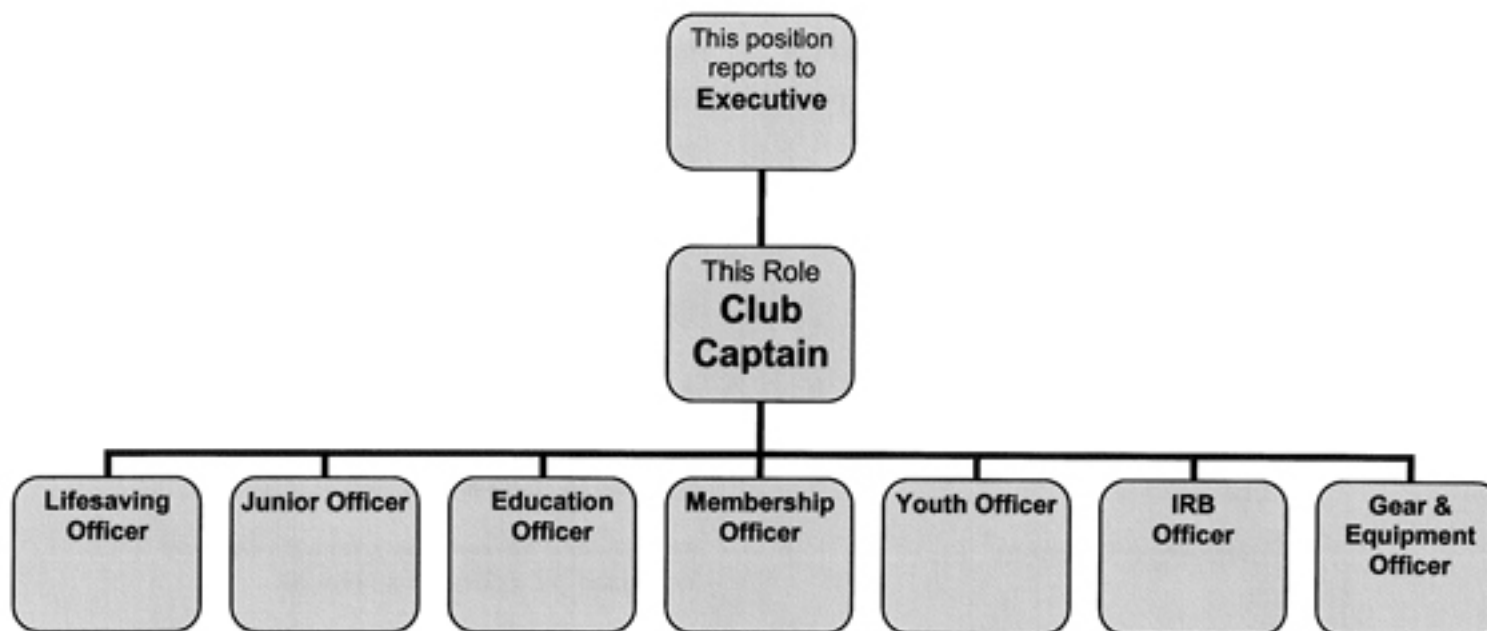
1. Position

Club Captain

2. Position Purpose

Executive Officer responsible for the surf life saving and operational activities of the Club and ensure that the respective Officebearers undertake and perform their duties efficiently and expeditiously. The Captain has jurisdiction over all club officers on all life saving activities and patrol duties.

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



5. Major Responsibilities

Key Accountabilities

Ensure that the Beach Operations Officebearers carry out their duties in accordance with the relevant Job Description

Ensure that the new active members are under instruction for their respective awards

Assist the Lifesaving Officer in selecting Patrol Captains

Assist the Education Officer in setting proficiency dates

Chairperson of the Beach Operations Committee

Responsible for the conduct and discipline of members in the Club

Ensure coordination of intra and inter club events held at Scarborough Beach

6. Primary Accountability

Performance Measures

Duties of Officebearers

Beach Operations Officebearers to comply with Job Descriptions

Meetings

Attends Club meetings as required

Reporting

Provides reports when required

Budget

Prepare a budget for anticipated operations expenditure

Club Policies

Ensures all members are aware of policies

Lifesaving & Education

Ensures that all members are made aware of education and patrols requirements

7. Required Competencies

- Well organised and able to work unsupervised and be self motivated
- Demonstrated leadership abilities
- Ability to keep correct up-to-date records
- Able to work in a logical orderly manner
- Maintain confidentiality on relevant matters
- Communicate effectively and possess good interpersonal skills
- Working with Children clearance