

Scarboro Surf Lifesaving Club

Job Description – Education Officer



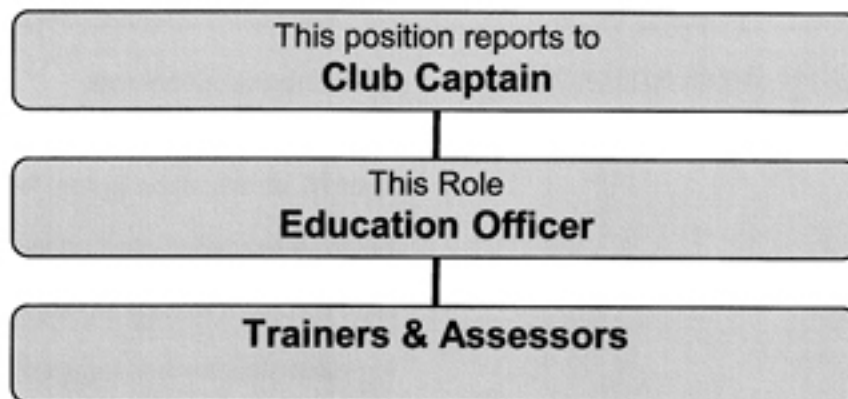
1. Position

Education Officer

2. Position Purpose

Responsible for coordinating the training and assessment of Surf Life Saving Awards for Club Members

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

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5. Major Responsibilities **Key Accountabilities**

Lead and develop a team of trainers and assessors who will develop personnel to meet the operational needs of the Club

Coordinate all instruction squads, their trainer and the resources

Liaise with Membership Officer to ensure that all new members are allocated to a training squad

Coordinate proficiencies in all awards

Record all new awards and proficiencies in surfguard

Monitoring the implementation of new initiatives

Appoints additional support in the form of an Education Committee where required

6. Primary Accountability **Performance Measures**

Budget	Submits an education budget for approval
Recording	Enter assessments into Surfguard
Meetings	Attends Club meetings as required
Reporting	Provides reports when required
Club Policies	Ensure trainers & assessors comply with policies

7. Required Competencies

- Basic internet skills
- Adjudicate in the event of a complaint or dispute, where appropriate
- 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