

Scarboro Surf Lifesaving Club

Job Description – Gear & Equipment Officer



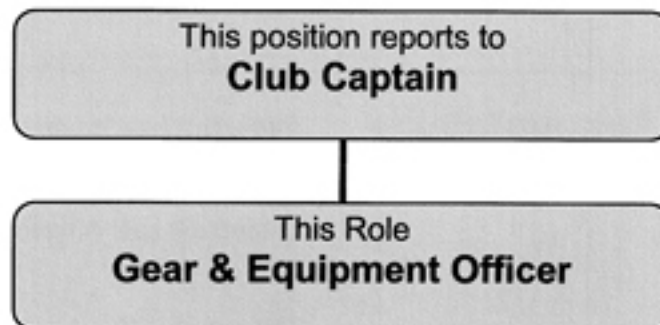
1. Position

Gear & Equipment Officer

2. Position Purpose

Responsible for the purchase and ongoing maintenance of all life saving gear 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

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5. Major Responsibilities

Responsible for the purchasing and maintenance of Club's life saving equipment

Liaising with suppliers and SLSA/SLSWA as required

Liaising with office bearers to ensure that their equipment needs are met

Manage and control the use of the Club's Life Saving gear and equipment.

Ensure all gear and equipment is properly stored and secured

Custodian of the club Gear and Equipment Register

Annual stocktake for audit purposes

6. Primary Accountability

Performance Measures

Budget

Prepare a gear & equipment budget

Meetings

Attend Club Management Committee meetings as required

Stock Control

Undertake annual stocktake

Ensure club Gear & Equipment Register is up to date

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