

Scarboro Surf Lifesaving Club

Job Description – Lifesaving Officer



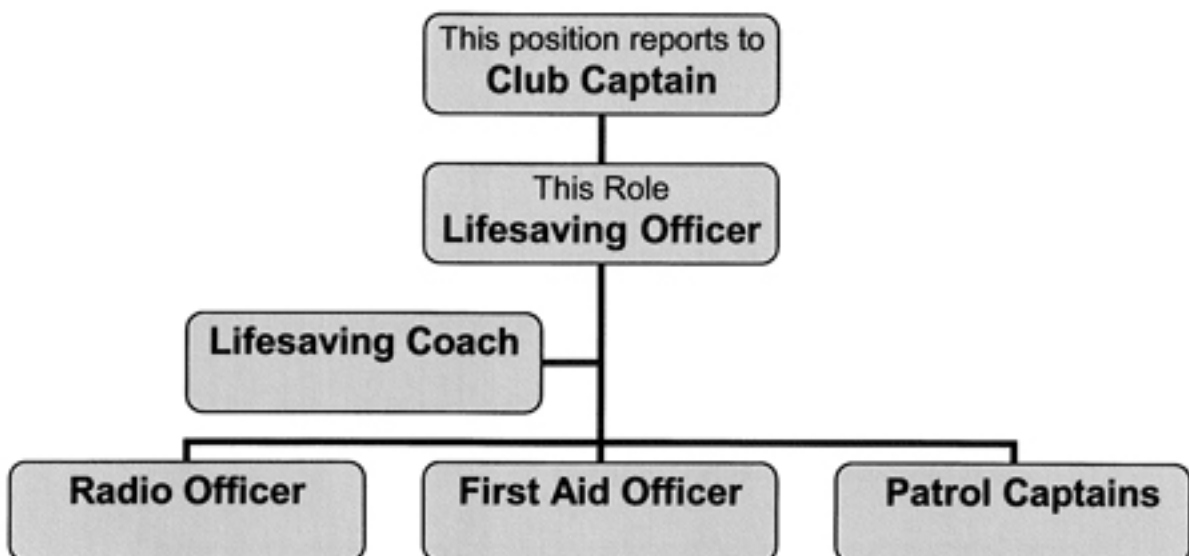
1. Position

Lifesaving Officer

2. Position Purpose

Responsible for the coordination of patrol activities on Scarborough beach

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**

- Select Patrol Captains in conjunction with the Club Captain
- Issue a patrol roster prior to the start of the patrol season
- Ensure that active members are allocated to the patrol roster
- Ensure all members complete their required patrols duties as per the Patrol Hours policy
- Ensure that the patrol equipment is maintained in good order and condition
- Ensure that the Patrol Captains maintain discipline over patrol members on punctuality and conduct
- Ensure that the patrol reports are logged on Surfguard
- Ensure that adequate supplies and equipment are available for each and every patrol
- Liaise with the Education Officer to ensure that all active members complete proficiencies as required
- Liaise with the IRB Officer to ensure that equipment is available for use on patrol
- Liaise with the Gear & Equipment Officer to ensure lifesaving equipment is maintained and repaired as required
- Ensure that the Radio Officer and First Aid Officer complete their duties
- Monitoring the implementation of new initiatives
- Appoints additional support in the form of a Lifesaving Committee where required

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6. Primary Accountability

Performance Measures

Budget	Submits a lifesaving budget for approval
Recording	Enter patrol logs into Surfguard weekly
Rostering	Issue a patrol roster prior to the season commencing
Meetings	Attends Club meetings as required
Reporting	Provides reports when required
Club Policies	Patrol members to comply with Club policies
Education	Ensure patrol members are proficient

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
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