

Scarboro Surf Lifesaving Club

Job Description – Membership Officer



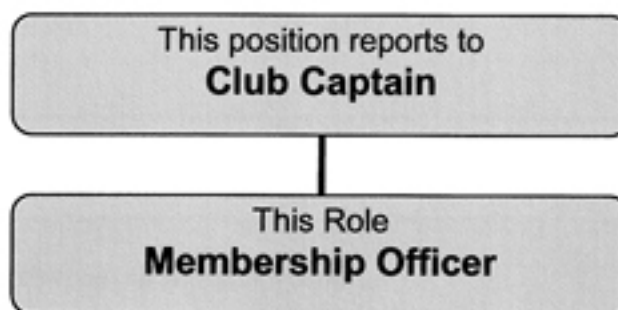
1. Position

Membership Officer

2. Position Purpose

Coordinates inductions for all new Club Members and co-operates with other officers of the club to ensure new members are placed in training squads and exposed to competition and social aspects of the Club

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

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5. Major Responsibilities

Key Accountabilities

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- Coordinate the Induction process for new members
 - Focal point for new members to contact for club information
 - Liaise with the Education Officer to ensure to ensure relevant proficiencies or awards are obtained
 - Advise new members of the social aspects of the Club
 - Recommend Membership rates to Executive on an annual basis
 - Be in regular contact with the Education Officer to advise of member education needs

6. Primary Accountability

Performance Measures

Inductions	Book inductions as required
Meetings	Attends Club meetings as required
Reporting	Provides reports when required
Club Policies	Ensures new members are aware of policies
Lifesaving & Education	Ensures that new members are made aware of education and patrols requirements

7. Required Competencies

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