

Scarboro Surf Lifesaving Club

Job Description – Radio Officer



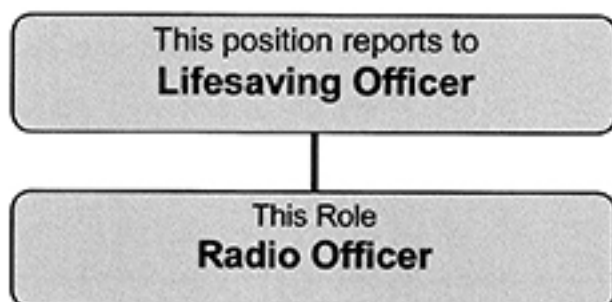
1. Position

Radio Officer

2. Position Purpose

Responsible for the efficient operation of the Club's Radios and Sound Equipment and use thereof

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

- Care and maintenance of the Club's Radios in liaison with the Lifesaving Officer
 - Ensure the correct use Club radios by members
 - Assist the Education Officer in instructing on the proper use and care of the Club's Radios\
 - Ensure that radios are returned to SLSWA for servicing as required
 - Represent the Club at specific meetings related to the Club's Radios
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6. Primary Accountability

Performance Measures

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|---------------|---|
| Budget | Submits a radio budget for approval |
| Meetings | Attends Club meetings as required |
| Reporting | Provides reports when required |
| Club Policies | Ensures compliance with SLSA/SLSWA radio procedures |
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7. Required Competencies

- Holds a Radio Operators Certificate
 - Understanding of budget compliance
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
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