

MARCOOLA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Chief Training Officer

Reporting to: Director of Life Saving

This is a voluntary position and carries no salary or designated hours.

Purpose of the Position

The Chief Training Officer provides strategic guidance and leadership in all lifesaving training for SLSA awards for all sections of the club including providing assistance to the Club Captain in relation to their role.

Pre-requisites

To nominate for the position of Chief Training Officer you must:

- Be a current financial member of the Club.
- Not have been a bankrupt; or entered into a deed of arrangement; or made a composition which remains unpaid; in accordance with the *Bankruptcy Act 1966* or corresponding law of another external territory;
- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000*;
- Be a Proficient Bronze Medallion; or
- Hold relevant Training Officer and Assessors Award;
- Must not have any negative judicial findings recorded against you in the lifesaving movement;
- Assist in ensuring the Marcoola Surf Life Saving Club is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the club's Policies and Procedures;
- Have experience and or proven ability to fill a leadership role in a not-for-profit volunteer based organisation;
- Have a strong commitment to the ideals of surf lifesaving;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills; and
- Have a complete understanding of the Codes of Conduct.

Objectives of the Chief Training Officer

- Be responsible, through appropriate offices, for and co-ordinate the training of new members and Junior Members to Bronze Medallion or Surf Rescue Certificate standard and for existing Bronze Medallions holders to SLSA recognised and promoted higher award standards;
- Ensure the Marcoola Surf Life Saving Club is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the club's Policies and Procedures;
- Arrange a training roster and deputise other qualified and trainee training officers to assist in the preparation of such members and implement a training schedule for patrols as endorsed by the Surf Lifesaving Committee;
- Ensure all training courses and camps conducted at the club have sufficient trainers and assessors and are endorsed by the Surf Lifesaving Committee;
- Be responsible for the development and training of new and existing trainers, instructors, and assessors; and
- Maintain an up-to-date knowledge of the latest methods of surf lifesaving and the training manuals and impart such knowledge to all qualified Club Training Officers.

Responsibilities and Duties

- Liaise with Club Captain to arrange any additional refresher training for patrol members on SLSA, SLSQ and Club Policies/Procedures that have been viewed to be deficient;
- Submit an annual budget to the Surf Lifesaving Committee prior to the March Board Meeting each year;
- Be responsible for the coordination of the Annual Proficiency testing procedures;
- Liaise with the Club Captain to ensure each patrol has sufficient members with appropriate higher award qualifications ensuring patrol readiness;
- Ensure training equipment is adequate and is kept in good condition;
- Be responsible for the club's relationship with SLSQ and Branch education departments and the maintenance of the Education Policies and Standards set down by them;
- Submit a written report to each Surf Lifesaving Committee Meeting;
- Represent Marcoola SLSC and attend the Branch Board of Education meetings as required;
- Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct; and
- Observe and encourage others to comply with the policies and procedures as prescribed in the Policies and Procedures Manual, including providing reports and other requested information on the appropriate reporting templates.

Skills and Experience

- Minimum five (3) years general lifesaving involvement; and
- Experience working in a volunteer organisation, preferably with surf lifesaving.

Personal Qualities

- Good written and verbal communication skills;
- Ability to work with others;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

Relationships

With	Purpose
1. President	Provide Strategic input to all functional areas of the club
2. Club Captain	
3. Junior Activities Chairperson	

Re-election Period

Annually at AGM.