

MARCOOLA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: **Communications Officer**

Reporting To: **Lifesaving Committee**

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

Purpose of the Position

The Communications Officer provides direction in all radio operations of the club including providing assistance to the Club Captain and Team Manager in relation to their roles.

Pre-requisites

To nominate for the position of Communications you must:

- Be a current financial member of the Club.
- 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 holder of a current SLSA Radio Operators Certificate;
- 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 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 Communications Officer

- Be responsible for the care, maintenance and availability of serviceable radio equipment; and
- In liaison with Club's Chief Training Officer, be responsible for training and rostering of members and the Radio Communication requirements of the Club.

Responsibilities and Duties

- At all times be subject to the directions of the Director Support Operations;
- Submit an annual budget to the Operations Support Committee prior 1st March each year;
- Submit a written report to each Operations Support Committee Meeting;
- 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 By-Laws and 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 three (3) years general life Saving involvement; and
- Experience working in a volunteer organisation, preferably with surf lifesaving.

Personal Qualities

- 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. Chief Training Officer	

Re-election Period

Annually at the AGM.