

MARCOOLA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Gear and Equipment Officer

Reporting to: Operations Support Committee and the Surf Sports and Competition Committee

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

Purpose of the Position

The Gear and Equipment Officer provides direction for all lifesaving gear and equipment of the club including providing assistance to the Operations Support Director and Team Manager in relation to their roles.

Pre-requisites

To nominate for the position of Gear and Equipment Officer 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 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 Gear and Equipment Officer

- Keep all lifesaving gear and equipment in good repair and condition; and
- Report to the Operations Support Director any damage that is unable to be repaired.

Responsibilities and duties

- At all times be subject to the direction of the Operations Support Director;
- Be responsible for all lifesaving approved equipment including racing boards, rescue boards, safety equipment and skis;
- Any expense to repair the club gear and equipment shall require the approval of the Operations Support Committee;
- Assist the Operations Support Director with the annual gear audit;
- 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 Policies and Procedures as prescribed in the By-Laws and Policies and Procedures Manual, including providing reports and other requested information on the appropriate reporting templates.

Skills and Experience

- Minimum three (3) years general lifesaving involvement;
- Experience working in a volunteer organisation, preferably with surf lifesaving; and
- Preferably with some mechanical or trade related experience.

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.Director Operations Support	

Re-election Period

Annually at AGM