

MARCOOLA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: IRB Officer

Reporting To: Operations Support Committee

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

Purpose of the Position

The IRB Officer provides leadership in all Life Saving IRB operations of the club including providing assistance to the Operations Support Director.

Pre-requisites

To nominate for the position of IRB 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 Proficient Bronze Medallion Holder;
- Be the holder of an IRB Driver qualification;
- 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 IRB Officer

- Be responsible for the training, and supervision, of all IRB crews in consultation with the Director Support Operations, Club Captain and Chief Training Officer; and
- Be prepared to obtain IRB Training Officer's award.

Responsibilities and duties

- At all times be subject to the direction of the Operations Support Director;
- Submit an annual budget to the Operations Support Committee prior to 1st March each year;
- Be responsible for the care, housing and maintenance of all IRBs and IRB; equipment, any expenditure shall follow the purchasing policy and procedures and be endorsed by the Operations Support Committee;
- 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;
- Provide advice and assistance to the IRB racing team members and coach; 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;
- Experience working in a volunteer organisation, preferably with surf lifesaving; and
- A proficient IRB driver who has held the IRB driver award for a minimum of two years.

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 Support Operations	
3. Team Manager	
4. Junior Activities Chairperson	

Re-election Period

Annually at the AGM.