

MARCOOLA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: **Mobiles and Vehicles Officer**

Reporting to: **Operations Support Committee**

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

Purpose of the Position

The Mobiles and Vehicles Officer provides direction for all lifesaving mobiles and vehicles 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 and be over 18 years of age and the holder of a current open driver's licence ;
- 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 Mobiles and Vehicles Officer

- Co-ordinate all club mobile equipment and ensure that all SLSA Surf Life Saving Association Rules and Regulations are complied with; and
- For the purpose of implementation of such duties and with the approval of the Operations Support Director, have power to call on the services of any member.

Responsibilities and duties

- At all times be subject to the directions of the Operations Support Director;
- Be responsible for the care, maintenance and housing of Club mobiles and vehicles;
- Report to the Operations Support Director any damage or malfunction for repair;
- Any expense to repair the Club Mobiles and Vehicles shall comply with the Club's Purchasing Approval Policy and Procedure and requires 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 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 lifesaving 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. Operations Support Director	
3. Patrol Captains	

Re-election Period

Annually at the AGM.