

# MARCOOLA SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Surf Boat Officer

**Reporting To:** Director of Life Saving

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

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### **Purpose of the Position**

The Surf Boat Officer provides leadership in all Life Saving Surf Boat operations of the club including providing assistance to the Director of Life Saving (Club Captain) in relation to his role.

### **Pre-requisites**

To nominate for the position of Surf Boat 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;
- 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 Surf Boat Officer**

- Be responsible for the training, and supervision, of all Surf Boat crews in consultation with the Club Captain and Surf Sports Officer; and
- Promote the sport of Surf Boat competition throughout the Club.

## Responsibilities and Duties

- At all times be subject to the direction of the Club Captain;
- Submit an annual budget to the Lifesaving Committee prior to 1st March each year;
- Be responsible for the care, housing and maintenance of all surf boats and surf boat equipment;
- Any expenditure must be in line with the Purchasing Policy and Procedure and shall be endorsed by the Lifesaving Committee;
- Ensure all boat section personnel commit to their patrol obligations;
- Submit a written report to each Lifesaving Committee Meeting;
- Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct;
- 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; and
- Develop a good working relationship with the Club officers to manage and develop the operational effectiveness of Marcoola Surf Life Saving Club.

## 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. Club Captain |                                                             |
| 3. Team Manager |                                                             |

## Re-election Period

Annually at the AGM.