

Volunteer Position Description

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|  Position  | Location  | Position Description Completed |
| Director of Lifesaving | [Name] Surf Life Saving Club | [DD] [Month] [YEAR] |
| SLS Branch Authority | SLSNSW Authority |
| SLSNSW Branch Director of Lifesaving | SLSNSW State Director of Lifesaving |

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| PURPOSE STATEMENT |
| The Club Director of Lifesaving has overall responsibility for the club’s lifesaving services. |

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| Role & responsibilities |
| **All Directors of Lifesaving will:*** Administer and organise patrols (rosters, experience/qualification spread)
* Communicate with patrol defaulters to maintain efficiency of patrols
* Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc)
* Develop and maintain the Club’s POM
* Keep a record of member re-qualifications each season - SurfGuard
* Keep a record of members performances at patrol duties
* Liaise with Branch Director of Lifesaving
* Manage adherence to requirements as per LSA and SOP (quality assurance)
* Manage, in consultation with others, the annual lifesaving equipment grant (applications and acquittal)
* Ongoing management or service deliver standards and issue resolution
* Oversee the Gear Steward/Powercraft Officer concerning lifesaving gear, ensuring it is well maintained and managed, including the annual gear and equipment inspection
* Provide regular communication and support to PC’s and members
* Recommend actions to Club Committee
* Responsible for the conduct of members in the Club
* Submit regular reports to the Club Executive Committee
* Work with Chief Training Officer to address training requirements and deficiencies
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| ROLE ENTRY REQUIREMENTS |
| * Be a current, financial member of SLSNSW Club or service.
* Working with Children Check (or willing to obtain)
* NSW drivers’ licence
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| KEY CHALLENGES IN THE ROLE |
| * Engaging with and educating volunteers who may be resistant to new SLSNSW and SLSNSW Branch processes
* Exposure to potentially traumatic incidents, material, and potentially traumatised people
* Volunteering flexibly and travelling to attend sites after hours and on weekends as required
* Succession planning
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| SELECTION CRITERIA |
| ESSENTIAL SKILLS |  | ESSENTIAL KNOWLEDGE |
| * Ability to manage own workload and conflicting priorities while consistently adhering to SLSNSW protocols
* Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport
* Ability to seek assistance and support when required
* Ability to work in a high-pressure environment
* Ability to work within a team and delegate tasks appropriately
* Basic computer skills
* Clear communication skills
* High problem-solving ability: analysing available information and choosing the optimal solution
 |   | * Knowledge of local, state and national policies, guidelines and standard operating procedures
* Knowledge of SLS award structure
* Self-awareness in relation to their level of competence and any limitations.
* Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation.
* Understanding of responsibilities around confidentiality including its limitations.
* Awareness of work, health and safety requirements
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| PREFERRED QUALIFICATIONS OR EXPERIENCE  |
| * Bronze Medallion or Silver Medallion Beach management
 | * Team leadership roles
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| PERSONAL CHARACTERISTICS |
| * Ability to adapt style
* Community minded
* Empathetic
* Flexibility
* Genuine interest in helping others
* Good moral judgement
 | * Good prioritisation skills
* Integrity
* Organised
* Professional yet affable
* Resilient
* Self-directed (self-control and management)
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| **KEY STAKEHOLDER RELATIONSHIPS** |
| * SLSNSW Members
* Club and Branch Presidents
* SLS Club Safety Officer
* SLS Club Member Protection Information Officer
* Emergency call out teams
 | * SLSNSW Member Welfare Officer
* SLS Club Complaints Officer
* Duty Officers
* SLSNSW Branch and SLSNSW authorities
* Club Management Team members
* Previous and other current holders of the role
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