

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 | | |
| 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 |
| PREFERRED QUALIFICATIONS OR EXPERIENCE | | |
| * Bronze Medallion or Silver Medallion Beach management | | * Team leadership roles |
| 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) |
| **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 |