

Volunteer Position Description

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| Position | Location | | Position Description Completed |
| Surf Sports Officer | [Name] Surf Life Saving Club | | [DD] [Month] [YEAR] |
| SLS Branch Authority | | SLSNSW Authority | |
| SLSNSW Branch Director of Surf Sports | | SLSNSW Director of Surf Sports / SLSNSW Sports Team Staff | |

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| PURPOSE STATEMENT |
| Surf Sports Officers are responsible for the organisation, administration and coordination of surf sports activities within a club. |

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| Role & responsibilities |
| **All Surf Sports Officers will:**   * Coordinate competitions, i.e., Club surf sports activities, Club championships, special Club events * Develops, prioritises, and implements project plans, including Surf Sports development programs and other meetings/conferences * Maintain a record of all members’ performances and results at all competitions * Maintains surf sports correspondence in a professional, organised and accessible manner * Prepare Surf Sports development proposals, reports and other communications for internal and external audiences * Responsible for taking of notes of Surf Sports meetings and the distribution of subsequent reports * Submit competition entries for all competitions in conjunction with Surf Sports Team Manager * Submit reports when required to relevant Club officers * Updates website   **Depending on their skills, experience and availability, some Surf Sports Officers will also:**   * Work with coaches and officials to train and develop athletes |

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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) |
| 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, 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 procedures available * Microsoft Office * Self-awareness in relation to their level of competence and any limitations. * SLSA Surf Sports Manual content * Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation. |
| PREFERRED QUALIFICATIONS OR EXPERIENCE | | |
| * SLS Coaching or Officiating course | | * Occupational rehabilitation * Sports Coach or official * Team Leader |
| PERSONAL CHARACTERISTICS | | |
| * Ability to adapt style * Community minded * Flexibility * Genuine interest in helping others * Good moral judgement * Good prioritisation skills | | * Integrity * Organised * Professional yet affable * Resilient * Self-awareness – insight into competence * 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 | | * SLSNSW Member Welfare Officer * SLS Club Complaints Officer * Members of Club Management Team * SLSNSW Branch and SLSNSW authorities * Previous and other current holders of the role |