

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)
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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, 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.
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| PREFERRED QUALIFICATIONS OR EXPERIENCE  |
| * SLS Coaching or Officiating course
 | * Occupational rehabilitation
* Sports Coach or official
* Team Leader
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| 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)
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| **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
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