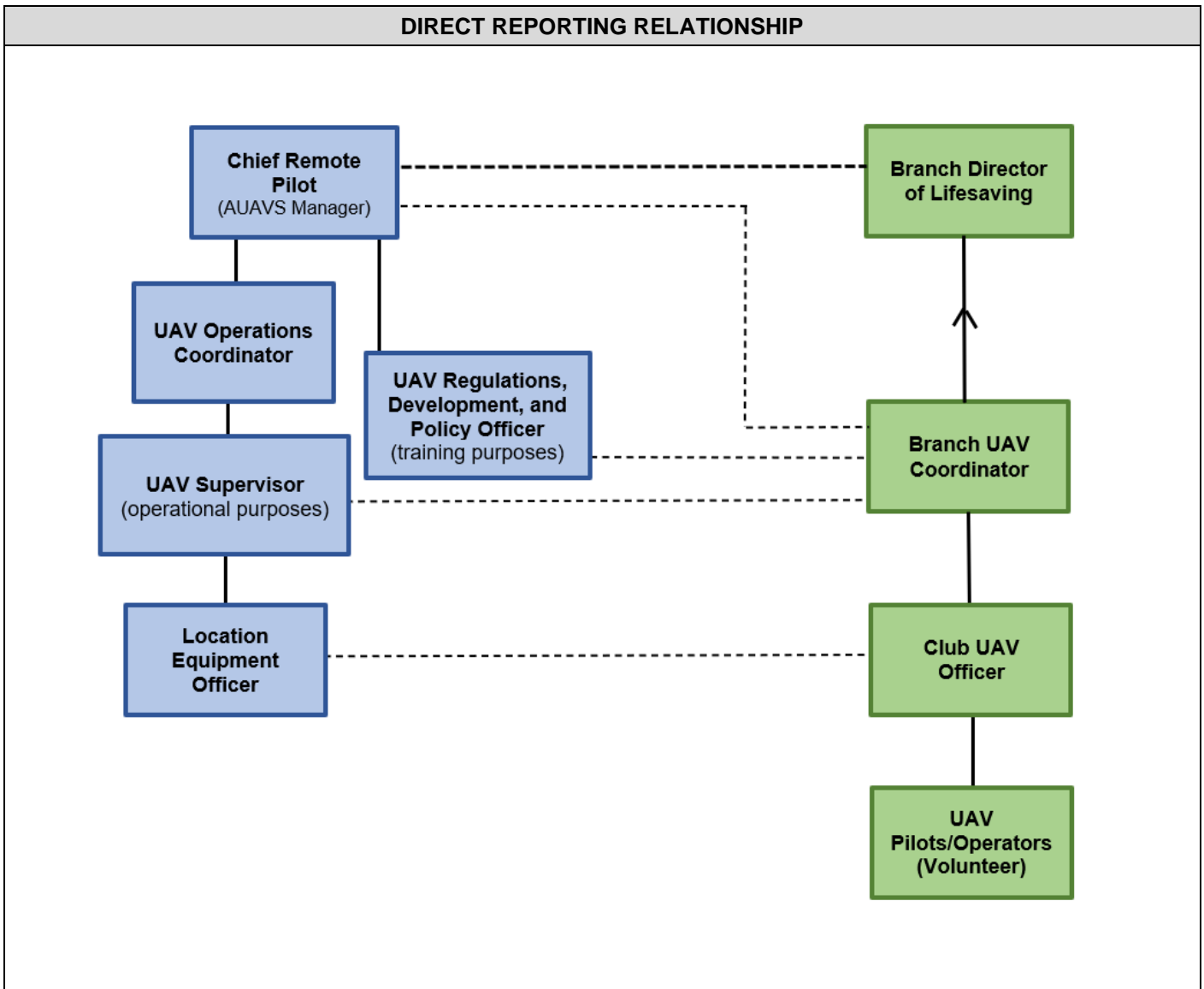


# Volunteer Position Description

Volunteer Position	Work Location	Position Description Completed
Branch UAV Coordinator	Various	Aug 2023
<b>Reports To:</b>	<b>Direct Reports:</b>	<b>SLSS Department</b>
Chief Remote Pilot and Branch DoL	Volunteer UAV Pilots & Operators, Club UAV Officers	Volunteer Structure – Public Safety

**PURPOSE STATEMENT**

The Branch UAV Coordinator is a volunteer position to support SLS UAV membership operations within their respective SLS Branch.



# Volunteer Position Description

SELECTION CRITERIA	
Essential	Desirable
<ul style="list-style-type: none"> <li>The ability to achieve a Remote Pilot License, if not already obtained;</li> <li>Experience and technical knowledge of UAVs and relevant CASA regulations;</li> <li>Well-developed oral and written communications skills (including presentation and report writing) and the ability to communicate to stakeholders at any level;</li> <li>Proven ability to work in and lead a team environment;</li> <li>A demonstrated commitment and working knowledge of ethical practices, WHS, EEO and anti-discrimination;</li> <li>High level computer skills including the full suite of Microsoft Office programs and database management;</li> <li>Can be on call for emergency situations where required.</li> <li>Requirement to join an SLSNSW affiliated surf club</li> </ul>	<ul style="list-style-type: none"> <li>Relevant SLSA Awards including (current) Bronze Medallion;</li> <li>Recent involvement in the SLSNSW UAV Program;</li> <li>Experience in dealing with multiple stakeholders;</li> <li>An understanding of Surf Lifesaving procedures, practices and policies;</li> <li>Experience with AVCRM;</li> <li>Experience with delivering Operator Induction Programs as an endorsed UAV Instructor.</li> </ul>

OUTLINED RESPONSIBILITIES
<p><b>Key Activities</b></p> <ul style="list-style-type: none"> <li>Rostering overview of all volunteer UAV Operators and Pilots within their Branch;</li> <li>Regular communication with Surf Life Saving Clubs within their Branch including asset utilisation arrangements;</li> <li>Regular communication with volunteer UAV Operators and Pilots in the effective function of UAV operations;</li> <li>Assist with maintenance logistics where required and asset storage of volunteer utilised assets;</li> <li>Ensure all media enquiries surrounding UAV operations are directed to the Media team, Media Duty Officer and/or SLSNSW State Operations Centre;</li> <li>Assistance in scheduling of training programs, recency flights and annual proficiency checks for volunteers;</li> <li>Ensure any data collection requirements are undertaken and maintained;</li> <li>Provide assistance to volunteer UAV Members and Clubs;</li> <li>Creating opportunities for UAV operations and recruitment beyond regular beach patrols by establishing a presence at branch and club events such as carnivals, ocean swims and open days;</li> <li>Ensure UAV Operators and Pilots (volunteer) comply with relevant policies and SOPs;</li> <li>Widespread promotion and recognition of the SLS UAV operations;</li> <li>Develop ongoing relationships with relevant SLSNSW Branch Presidents, Directors (Lifesaving and Education), clubs and members;</li> </ul>

# Volunteer Position Description

## RELATIONSHIPS

Internal: The Branch UAV Coordinator interacts closely with the Branch Director of Lifesaving, Volunteer UAV Operators, and Volunteer UAV Pilots to ensure safe and efficient UAV operations across their Branch. Any concerns and issues should be reported to the Branch Director of Lifesaving and the AUAVS Chief Remote Pilot.

External: Relationships with Councils, other contractors/regulatory bodies and industry partners are of prime importance. Interaction with members of the public are likely to occur and should be open and positive when performing operational activities.

## APPROVAL

This volunteer position description has been reviewed and is considered to accurately reflect the responsibilities of the role and the organisation.

Branch Director of Lifesaving \_\_\_\_\_ Date \_\_\_\_\_

AUAVS Chief Remote Pilot \_\_\_\_\_ Date \_\_\_\_\_

I have read and understood this document and agree to perform the responsibilities as listed.

Volunteer Name \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_