



<Insert name> Surf Life Saving Club
Position Description – Director of Lifesaving Services

Purpose

- Provide systems and support for the effective management and coordination of lifesaving services
- Availability as the key contact for matters concerning Lifesaving Services
- Oversight of related activities and business to ensure the interests of members are served

Qualifications

ESSENTIAL

- Financial member of <insert name> Surf Life Saving Club
- Holder of a recognised Surf Life Saving Australia award
 - Cert II – Public Safety/Bronze Medallion
 - Cert III – Beach Management Essentials/Silver Medallion Patrol Captain

DESIRABLE

- Holder of a current and clear Police/Security clearance check

Scope of Accountability

- Regular attendance at Board of Management meetings with effective contribution to the meeting process and decision making
- Establishment and maintenance of club subcommittees relevant to the portfolio
- Provide representation of the club at surf life saving forums
- Promotion of the club to the community of Western Australia
- Direct liaison with counterparts at other surf life saving clubs
- Preparation of monthly and annual reports on activities within the portfolio
- Local Government Agency interaction and communication

Reports To

- President
- Board of Management

Direct Reports

- All club Officers providing services to the portfolio:
 - Patrol Captains
 - Patrol Officer
 - First Aid Officer
 - Inflatable Rescue Boat Officer
 - Radio Officer
 - Mobile Services Officer

Key Performance Indicators

- Effective contribution to a safe and healthy environment for all aspects of surf club activities regardless of location



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- Efficient organization of Patrol Groups and Rosters that ensures an equitable spread of skill mix, experience and numbers of personnel across all Patrol Groups
- Attend all Board of Management meetings (minimum 75% attendance)
- Attend Surf Life Saving forums as club representative (minimum 75% attendance)
- Attend (either self or an appropriate delegate) all subcommittee meetings relevant to the portfolio
- Timely and effective negotiation of the Annual Total Service Plans with the local government authority and Surf Life Saving Western Australia
- Timely and accurate monthly and annual reports
- Accurate reporting on Lifesaving Services provision and issues
- Provision of accurate and timely information to patrolling members through the club Officers serving the portfolio
- Contribution to the Club Newsletter at not less than one week before scheduled publication
- Effective management of the Lifesaving Services portfolio providing members with a range of training, skills development and patrolling experiences appropriate to areas patrolled and nature of hazards and risks encountered
- Efficient organization of key activities including, but not limited to, the club Patrol Efficiency Challenge, the SLSWA Patrol Efficiency Competition, competitions with a focus on lifesaving, including but not limited to, Champion Lifesaver, Champion Patrol and First Aid competitions
- Monitoring the effectiveness of qualified Water Safety personnel for both Club days and interclub competition conducted at <insert name> Beach or involvement in safety services at 3rd party events

Name

Signature

Date