



<Insert name> Surf Life Saving Club  
Position Description – First Aid Officer

**Purpose**

- Effective management and coordination of First Aid services and equipment for, and on behalf of, the Club
- Availability as the key contact for matters concerning First Aid services, equipment and facilities
- Oversight of First Aid services for patrols, club and interclub activities held at <insert name> Beach, or areas and activities within the control of <insert name> Surf Life Saving Club

**Qualifications**

*ESSENTIAL*

- Financial member of <insert name> Surf Life Saving Club
- Holder of a recognised Surf Life Saving Australia award:
  - Silver Medallion – Advanced Emergency Care

*DESIRABLE*

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

**Scope of Accountability**

- Regular attendance at meetings relevant to the provision of First Aid services, with effective contribution to the meeting process and decision making
- Coordination and oversight of maintenance of club First Aid equipment and facilities
- Provide representation of the club at relevant forums
- Promotion of the club to the community of Western Australia
- Liaison, as required, with counterparts at other surf life saving clubs
- Preparation of monthly and annual reports on activities associated with First Aid services provision

**Reports To**

- Director of Lifesaving Services

**Direct Reports**

- Nil

**Key Performance Indicators**

- Effective contribution to a safe and healthy environment for all aspects of surf club activities regardless of location
- Timely and accurate monthly and annual reports relating to First Aid service provision
- Effective management of First Aid services, facilities and equipment
- Provision of specialist training to club members, e.g. the First Aid component of the Bronze Medallion or Surf Rescue Certificate



<Insert name> Surf Life Saving Club  
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- Efficient organization of qualified First Aid personnel and associated key activities relating First Aid service provision
- Promotion of member participation in First Aid and related awards training and skills maintenance

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Name

Signature

Date