



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

Purpose

- Effective management and coordination of maintenance and inspection for club gear and equipment for, and on behalf of the Club
- Availability as the key contact for matters concerning club gear and equipment
- Provide supervision, direct or indirect, of people engaged in gear maintenance and inspection
- Custodian of the club Gear and Equipment Register

Qualifications

ESSENTIAL

- Financial member of <insert name> Surf Life Saving Club
- Holder of a recognised Surf Life Saving Australia award
 - Resuscitation, or
 - Cert II – Public Safety, or
 - Senior First Aid

DESIRABLE

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

Scope of Accountability

- Regular attendance at meetings relevant to the provision of club gear maintenance and inspection services, with effective contribution to the meeting process and decision making
- Coordination and oversight of maintenance of club equipment
- 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
- Maintenance of Gear and Equipment via SurfGuard on behalf of the club
- Preparation of monthly and annual reports on activities associated with gear maintenance and inspection

Reports To

- Director of Lifesaving Services – for lifesaving equipment
- Director of Competition – for competition and competition training equipment
- Director of Clubrooms/House – for general club equipment

Direct Reports

- Nil



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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 gear maintenance and inspection
- Maintenance of Club Gear and Equipment Register and associated records via SurfGuard

Name

Signature

Date