



JOB DESCRIPTION – CLUB CAPTAIN

Responsible to: Club Executive Committee

Time commitment: 6-8 hours/week

RESPONSIBILITIES AND DUTIES

- Administer and organise patrols (rosters, experience/qualification spread)
- Manage adherence to requirements as per Lifesaving Agreement and SOP's (quality assurance)
- Ongoing management or service deliver standards and issue resolution
- Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc)
- Responsible for the conduct of members in the Club
- Oversee the Gear Steward / IRB Captain concerning lifesaving gear, ensuring it is well maintained
- Provide regular communication to Patrol Captain's and members direct and in clubs newsletters
- Work with Chief Training Officer to address training requirements and deficiencies
- Work with all competition matters within the club
- Recommend actions to Club Committee
- Liaise with Branch Director of Lifesaving
- Communicate with patrol defaulters to maintain efficiency of patrols
- Keep a record of member re-qualifications each season
- Keep a record of members performances at patrol duties
- Submit regular reports to the Club Executive Committee
- Work with Junior Activities to promote junior development

KNOWLEDGE AND SKILLS REQUIRED

- SLSA Bronze Medallion
- Good understanding of club culture and operations
- Ability to organise and delegate tasks
- Proficient computer skills
- Aware of Occupational Health & Safety policy
- Accreditation in TSG (Training Small Groups)
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Positive and enthusiastic