



JOB DESCRIPTION – IRB Captain

Responsible to: Club Captain

Time commitment: 2 hours/week

RESPONSIBILITIES AND DUTIES

- Coordinate pre-season servicing of all IRB's
- Ongoing coordination of servicing/repair of IRB's
- Administration of fuelling systems/processes
- Administration of defective equipment / fault reporting and resolution
- Support and promote IRB's training in consultation with Chief Training Officer
- Recommend purchases and asset management decisions to Club Committee
- Responsible for housing/storage of IRB's
- Ensure adherence of all power-craft to Standard Operating Procedure's (including complementary equipment)
- Provide regular communication to Patrol Captain's and members direct and in clubs newsletters
- Submit reports to the Club Executive Committee

KNOWLEDGE AND SKILLS REQUIRED

- SLSA Bronze Medallion
- SLSA IRB Driver Certificate (preferred)
- Proactive communication and planning
- Aware of Occupational Health & Safety policy
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters