



JOB DESCRIPTION – RADIO OFFICER

Responsible to: Club Captain

RESPONSIBILITIES AND DUTIES

- Pre-season servicing/programming check of all radios
- Ongoing coordination of radio servicing/repair
- Manage adherence to programming requirements and radio best practice
- Recommend the purchase and replacement of club radios and radio-bags to Club Committee
- Support and promote radio procedure information and training (in consultation with the Chief Training Officer)
- Provide regular communication to Patrol Captain's and members direct and in clubs newsletters
- Submit reports to the Club Executive Committee (as required)

KNOWLEDGE AND SKILLS REQUIRED

- SLSA Radio Operators Certificate
- Active patrol experience
- Awareness of SLSNSW Standard Operating Procedure's (radio related)
- Communicate effectively and have good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised