



## **JOB DESCRIPTION – FIRST AID OFFICER**

**Responsible to:** Club Captain

**Time commitment:** 3-4 hours/ week

### **RESPONSIBILITIES AND DUTIES**

- Maintain a fully-stocked First Aid/Oxygen/AED Kits and First Aid Room (plus backup supplies)
- Purchase and receive delivery of supplies when needed
- Monitor adherence to cleaning and hygiene requirements of First Aid Room
- Monitor equipment quality and expiry details of supplies (i.e. AED Pads)
- Ensure training manikins are in good working order + have suitable hygiene supplies
- Provide regular communication to Patrol Captain's and members direct and in clubs newsletters
- Promote and support first aid training in consultation with Chief Training Officer
- Submit reports to the Club Executive Committee.

### **KNOWLEDGE AND SKILLS REQUIRED**

- Nationally-recognised First Aid Certificate (current)
- Patrolling experience (preferred)
- Proactive communication and planning
- Aware of Occupational Health & Safety policy
- Maintain confidentiality on relevant matters
- Communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised