

Position	Category	Position Description Completed
Club Captain	Board Member	21 July 2021
Reporting to/Responsible to		Authority
PLSLSC Board		Board Member voted at AGM

PURPOSE STATEMENT

The PLSLSC Club Captain is responsible for PLSLSC lifesaving services.

ROLE & RESPONSIBILITIES

The Club Captain is responsible for:

- As a member of PLSLSC's Board, responsible for oversight of risk, finance, strategy and culture within the club.
- Administering and organising patrols (rosters, experience/qualification spread)
- Communicating with patrol defaulters to maintain efficiency of patrols
- Managing the Club Vice Captain (Life Saving Services), Club Vice Captain (Gear & Equipment) and other responsible officers.
- Ensuring all Club patrol/rescue equipment serviceable in accordance with SLSA and LSV requirements.
- Chairing meetings of the Life Saving Executive.
- Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc)
- Ensuring the efficiency of patrols; including maintaining a record of attendance at and of all lifesaving work performed by members of the Club. Keep a record of members performances at patrol duties
- Ensuring compliance with Life Saving Victoria SOPs.
- Management of all Club Patrol Competitions and selection of all Life Saving Operations Trophies.
- Keeping a record of member re-qualifications each season - SurfGuard
- Liaise with LSV Director of Lifesaving
- Manage adherence to requirements as per LSV and SOP (quality assurance)
- Ongoing management of service delivery standards and issue resolution
- Provide regular communication and support to Patrol Captains and members
- Responsible for the conduct of all active club members and the general education of members in surf lifesaving
- Work with Director Training and Assessment to address training requirements and deficiencies and ensure members requalify their awards in a timely manner
- Ensure compliance with OHS requirements at all times relevant to the Officer's responsibilities.
- Ensure appropriate risk assessments are conducted before activities relevant to the officer's responsibilities

KNOWLEDGE AND SKILLS REQUIRED

Essential

- Be a current, financial member of PLSLSC.
- Completed SLSA's Safeguarding Young People awareness training.

Desirable

- PLSLSC or other SLS team leadership roles
- Financial literacy

- | | |
|--|--|
| <ul style="list-style-type: none">• Working with Children Check• Bronze Medallion• Knowledge of local, state and national policies, guidelines and standard operating procedures• Knowledge of SLS award structure• High problem solving ability• Excellent communication skills• Ability to work in a high-pressure environment• Awareness of work, health and safety requirements | |
|--|--|