

Position Description

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 overseeing the delivery of PLSLSC's lifesaving services and emergency response capabilities.

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.
- Chairing the Life Saving Services Executive and managing the Club Vice Captain (Life Saving Services), Club Vice Captain (Gear & Equipment), LERT Captain and other responsible officers.
- Communicating regularly to Active Members and being responsible, generally for all Active Members to ensure compliance with PLSLSC's policies and minimum standards.
- Managing adherence to requirements within Life Saving Victoria and Surf Life Saving Australia's Policies and Standard Operating Procedures.
- 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 OHS requirements at all times relevant to the Officer's responsibilities.
- Ensuring appropriate risk assessments are conducted before activities relevant to the officer's responsibilities
- Working with Director Training and Assessment to address training requirements and deficiencies and ensure members requalify their awards in a timely manner.
- Developing initiatives to develop and expand PLSLSC's emergency response capabilities.
- Represent PLSLSC appropriately at local, regional, state and national levels (including LSV's Life Saving Operations Council and the Borough of Queenscliffe's Municipal Emergency Management Plan Committee).
- Ensuring all Active Members hold the requisite awards (including annual re-qualifications) when on Patrol
- Overseeing the Life Saving Services Executive in:
 - Administering and organising patrols (rosters, experience/qualification spread)
 - Communicating key development, operational objectives and providing support to Patrol Captains
 - Ensuring all Club patrol/rescue equipment serviceable in accordance with SLSA and LSV requirements
 - Coordinating the pre-season preparation phase (equipment/uniforms, rostering, communication etc)
 - Communicating with patrol defaulters to maintain efficiency of patrols
 - Delivering the Club's programs to ensure efficiency and compliance, including through the Patrol Audit.

KNOWLEDGE AND SKILLS REQUIRED

Essential	Desirable
<ul style="list-style-type: none">• Be a current, financial member of PLSLSC.• Completed SLISA's Safeguarding Young People awareness training.• 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	<ul style="list-style-type: none">• Participation in PLSLSC's LERT program• PLSLSC or other SLS team leadership roles• Financial literacy