



Catherine Hill Bay Surf Life Saving Club Incorporated
ABN: 37 352 006 891
Flowers Drive Catherine Hill Bay NSW 2281
PO Box 6147 Lake Munmorah NSW 2259
02 4976 1217 info@cathoslsc.org.au www.cathoslsc.org.au

Catho SLSC Executive & Committee Positions

Quality Club | Job Descriptions

| | | |
|---------------------------------------|---|----------------|
| President | } | Club Executive |
| Vice President | | |
| Director of Administration | | |
| Director of Finance | | |
| Director of Lifesaving (Club Captain) | | |
| Director of Education | | |
| Director of Surf Sports | | |
| Public Officer | | |
| Club Vice Captain | | |
| Registrar | | |
| OH&S Officer | | |
| First Aid officer | | |
| Sponsorship Co-Ordinator | | |
| Publicity Officer | | |
| Radio Officer | | |
| Venue Hire Co-Ordinator | | |
| Council Liaison Officer | | |
| IRB Captain | | |
| Gear Steward | | |
| Senior / IRB Team Manager | | |
| Licensee | | |
| Canteen Co-Ordinator | | |
| Apparel Co-Ordinator | | |
| Coaching Co-Ordinator | | |
| Gymnasium Co-Ordinator (unavailable) | | |

Junior Team Selector
Senior Team Selector
Canteen Committee
Focus Group Committee
Life Member Committee
Awards Committee
Constitution Committee
Disciplinary Committee
Fund Raising Committee



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JOB DESCRIPTION – Club President

Responsible to: Club Executive Committee | [An executive position](#)

Time commitment: 3 hours/week

RESPONSIBILITIES AND DUTIES

- Act as the principal leader with overall responsibility for the club's administration
- Set the overall committee agenda and help the committee prioritise its goals and ensure office bearers work within this framework
- Facilitate meetings, including: committee, executive and annual general meetings
- Represent the surf club appropriately at local, regional, state and national levels
- Act as a facilitator for club activities and voice members views at appropriate forums
- Ensure planning and budgeting is completed in accordance with the needs of the club and members wishes
- Ensure all rules and regulations of the club are upheld
- Engage sponsors and supporters
- Ensure financial, social and structural viability of the club is established and maintained
- Identify and communicate to members opportunities available at club, branch, state and national levels
- Be responsible for club planning, including succession and business planning
- Ensure all club activities are carried out within the laws of NSW
- Monitor and amend the Club Management Plan

KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Surf Club and it's activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Must be a supportive leader for all organisations members
- Have a good knowledge of and ensure the club works within the Office of Liquor Gaming & Racing's Best Practise Guidelines



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JOB DESCRIPTION – Vice President

Responsible to: Club Executive Committee | [An executive position](#)

Time commitment: 2 hours/week

RESPONSIBILITIES AND DUTIES

- Develop skills/attributes and understanding of the Club President role (succession planning)
- Assist the Club President (as delegated too)
- Stand in for President during President absence

KNOWLEDGE AND SKILLS REQUIRED

- SLSA Bronze Medallion (optional)
- Good understanding of club culture and operations
- Have knowledge of SLSA Club procedures and Operations
- Understanding of Club finances
- Ability to organise and delegate tasks
- Proficient computer skills
- Aware of Occupational Health & Safety policy
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Positive and enthusiastic



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JOB DESCRIPTION – Director Of Administration

Responsible to: Club President | [An executive position](#)

Time commitment: 12 hours/week

RESPONSIBILITIES AND DUTIES

- Make arrangements including agenda, venue, date, etc, for club meetings in consultations with the Chairperson and advise members accordingly
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club Annual General Meeting
- Take minutes of meetings and maintain a copy for records
- Receive, record, read, reply and file correspondence promptly
- Provide a copy of all correspondence in and out to the monthly meetings
- Collate and arrange printing of the annual report
- Maintain data entry SurfGuard and ensure records are current
- Maintain files, including (but not limited to) legal documents, constitutions, leases and titles
- Perform the general routine administration of the club
- Ensure circulation of minutes to committee members well prior to the next meeting
- Ensure achievement of relevant sections of the club management plan
- Control and manage security keys and control register

KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively
- Well-organised and can delegate tasks
- Maintain confidentiality on relevant matters
- Have a good working knowledge of the club constitution
- Demonstrate a high level of enthusiasm when representing the club to members, other organisations and the general public
- A good business sense



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JOB DESCRIPTION – Director Of Finance

Responsible to: Club President | [An executive position](#)

Time commitment: 3 hours/week

RESPONSIBILITIES AND DUTIES

- Is the Chief Financial Management Officer for the Surf Club
- Drive the Executive/Management Committee to prepare annual budgets with assumptions for their respective areas
- Collate and consolidate the area/divisional budgets into an overall club budget
- Produce relevant and timely financial reports and submit these to each Management Committee meeting as required and ensure they are understood
- Monthly preparation of bank reconciliation and Profit & Loss comparing actual to budget
- Monitor the actual v budget results monthly seeking explanation for material variation >10% so the Executive can be advised within the executive meeting.
- Maintain the Surf Club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation
- Liaise with club accountants and club auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting
- Cause the preparation of statutory returns and reports as required, specifically Activity Statement for the ATO (www.ato.gov.au)
- Liaise with Director Administration to ensure the entity is compliant with relevant Legislation and Regulations, particularly Associations Incorporation Act NSW (1984) (www.fairtrading.nsw.gov.au) and the Charitable Fundraising Act (1991) (www.dgr.nsw.gov.au) and various taxation requirements.

KNOWLEDGE AND SKILLS REQUIRED

- Prior bookkeeping experience essential
- Prior experience in the preparation of bank reconciliations essential
- Prior experience in the preparation of balance sheet and Profit & Loss statements highly desirable
- Computer skills in Excel and MYOB (or like) highly desirable
- Well organised and able to work unsupervised and be self motivated
- Understanding of the need for proper controls, timely management and governance over club finances i.e.
 - Purchase orders (properly authorised with supporting documentation)
 - Payment/Cheque requisitions (properly authorised with supporting documentation) paid within 3 working days (72hrs) from receipt personally or by electronic means for member reimbursements; on or within credit terms for suppliers or products or services.
 - Cheques & EFTs authorised by two authorised executive officers.
- Ability to allocate regular time periods to maintain the financial records and books of accounts
- Able to work in a logical orderly manner,
- Time management skills
- Maintain a policy of loyalty and diligence to the Surf Club and its activities whilst also maintaining confidentiality and respect towards members
- Awareness of information, needed for the Annual Audit



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JOB DESCRIPTION – Director Of Lifesaving (Club Captain)

Responsible to: Club President | [An executive position](#)

Time commitment: 6-8 hours/week

RESPONSIBILITIES AND DUTIES

- Administer and organise patrols (rosters, experience/qualification spread)
- Manage adherence to requirements as per Lifesaving Agreement and SOP's (quality assurance)
- Ongoing management or service deliver standards and issue resolution
- Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc)
- Responsible for the conduct of members in the Club
- Oversee the Gear Steward/Powercraft Officer concerning lifesaving gear, ensuring it is well maintained
- Provide regular communication to PC's and members direct and in clubs newsletters
- Work with Chief Training Officer to address training requirements and deficiencies
- Recommend actions to Club Committee
- Liaise with Branch Director of Lifesaving
- Communicate with patrol defaulters to maintain efficiency of patrols
- Keep a record of member re-qualifications each season
- Keep a record of members performances at patrol duties
- Submit regular reports to the Club Executive Committee

KNOWLEDGE AND SKILLS REQUIRED

- SLSA Bronze Medallion
- Good understanding of club culture and operations
- Ability to organise and delegate tasks
- Proficient computer skills
- Aware of Occupational Health & Safety policy
- Accreditation in TSG (Training Small Groups)
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Positive and enthusiastic



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JOB DESCRIPTION – Director Of Education

Responsible to: Club Executive Committee | [An executive position](#)

Time commitment: 4-6 hours/week

RESPONSIBILITIES AND DUTIES

- Lead and develop a team of trainers who will develop personnel to meet the operational needs of the Club
- Assist in development of youth within the Club.
- Coordinate all instruction squads, their trainer/s and the resources
- Assess, develop and coordinate delivery of training solutions To meet the Club's Beach Management Plan and service quality issues
- Positively support the policies, culture, operation and management of the Club, Branch, SLSNSW and SLSA
- Follow procedures and protocols as outlined in SLSA and SLSNSW Training SOPs
- Ensure all training sessions are efficient, records completed and filed
- Develop training solutions for new resource implementation
- Ensure re-qualifications of awards and certificates are completed by required date and recorded
- Analyse skill mix throughout club and develop training solutions where needed
- Submit reports to the Club Executive Committee
- Participate as a member of the Club Management Committee
- Arrange assessments through the Branch as required, ensuring follow-up as required
- Attend Branch meetings (as required) and report to Branch and/or Club all relevant information
- Liaise with Branch Education Officer

KNOWLEDGE AND SKILLS REQUIRED

- SLSA Training Officer Certificate
- Registered Training Organisation, Educational Qualification, i.e. Certificate IV in Workplace Training and Assessment Or Certificate IV in Training and Assessment (preferred)
- Assessor Units of Competency (preferred)
- Ability to organise and delegate tasks
- Aware of Occupational Health & Safety policy
- Hold a Bronze Medallion
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic



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JOB DESCRIPTION - Director Of Surf Sports

Responsible to: President and Board | [An executive position](#)

Time commitment: 6 hours/week

Functional relationships:

- Branch Council
- President of Branch
- Surf Sports Staff
- Surf Sports Advisers
- Carnival Referees
- Representative Team Management

RESPONSIBILITIES AND DUTIES

- Surf Sports means Nippers, Seniors, IRB, Surfboats – all surf disciplines
- Ensure implementation of relevant policies relating to Surf Sports
- Conduct regular communication with club surf sports representatives
- Ensure effective directorship of surf sports and its competition operations
- Prepare reports for presentation to Boards, Council Meetings and other meetings as required
- Provide leadership and strategic direction relating to Surf Sports
- Contribute to the Business Plan relating to Surf Sports in consultation with appropriate staff
- Act as Chairperson of meetings, conferences, committees relating to surf sports matters
- Represent the Club at Branch, State and National Surf Sports meetings
- Develop programs and reports as requested by the Council and/or Board
- Initiate visits to Clubs to discuss items of a strategic nature
- Oversee programs relating to Surf Sports
- Organise and conduct Club Championship
- Participate in the team selections as substitute selector for conflict of interest matters
- Point of referral for Club Board Programme

KNOWLEDGE AND SKILLS REQUIRED

- Surf Sports Manual
- Maintain confidentiality on relevant matters
- Understanding of the requirements for Coach and Official Accreditation
- Project Management skills
- Excellent communication and interpersonal skills
- Adequate computer skills including all Microsoft programs



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JOB DESCRIPTION – Public Officer

Responsible to: President and Club Executive

RESPONSIBILITIES AND DUTIES

- Be the designated person of contact for Fair Trading
- Ensure the Form 14 is lodged within Fair Trading Guidelines

KNOWLEDGE AND SKILLS REQUIRED

- Must have understanding of role within the NSW Fair Trading licensing
- Possess a basic knowledge of OLGR guidelines
- Good organisational skills
- Communicate Effectively



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JOB DESCRIPTION – Junior Activities Chairperson

Responsible to: Club President | [An executive position](#)

RESPONSIBILITIES AND DUTIES

- Coordination of all Junior Activities
- Identify issues and potential solutions to recommend to the Management Committee
- Responsible for providing advice, direction and coordination for Age Managers
- Monitoring the implementation of new initiatives
- To work with Management to set the agenda for each season's activities
- Chair the Age Managers meetings and regularly report to the Management Committee on the progress of the junior groups
- Work as required with the Training Officer, Coaching Coordinator, March Past, Surf and Beach Coaches, Water Safety Coordinator and the Membership Coordinator to ensure satisfactory outcomes for the Club
- Distribute relevant correspondence to the Age Managers
- Submit reports to the Surf Club committee

KNOWLEDGE AND SKILLS RECOMMENDED

- SLSA Bronze Medallion
- SLSA Level 1 Official Course
- SLSA Level 1 Coaching Course
- Identify situations that require Member Protection policy and procedure
- Capacity to negotiate and resolve issues with a range of people
- Good organisation and problem solving skills with the ability to delegate tasks
- Excellent communication and interpersonal
- Ability to work as part of a team
- Maintain confidentiality and discretion on relevant matters
- Friendly, positive and enthusiastic
- Good time management



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JOB DESCRIPTION – Vice Club Captain

Responsible to: Club Captain

Time Commitment: 2 hours/week

RESPONSIBILITIES AND DUTIES

- Develop skills/attributes and understanding of the Club Captain role (succession planning)
- Assist the Club Captain (as delegated too)

Examples:

- Oversee the Gear Steward in relation to all lifesaving equipment
- Roster development and administration
- Communicate with patrol defaulters to maintain efficiency of patrols
- Exercise Club Captains role in the absence of Club Captain
- Submit regular reports to the Club Captain

KNOWLEDGE AND SKILLS REQUIRED

- SLSA Bronze Medallion
- Good understanding of club culture and operations
- Ability to organise and delegate tasks
- Proficient computer skills
- Aware of Occupational Health & Safety policy
- Accreditation in TSG (Training Small Groups)
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills

Positive and enthusiastic



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JOB DESCRIPTION – Registrar

Responsible to: Director of Executive Committee
Time commitment: 6-8 hours/week

RESPONSIBILITIES AND DUTIES

- The Registrar is the chief administrator of membership registration for the Club.
- Be an associate member of the Club
- Prepare and compile registration form documents for the membership
- Attend registration days to assist and take registrations, handle and bank monies, and enter registrations within SLSA Surfguard system
- Administer the membership of the SLSA Surfguard for the Club within the Club and SLSA timeline
- Prepare report to the Executive Committee meetings
- Maintain member confidentiality on relevant matters

KNOWLEDGE AND SKILLS REQUIRED

- Strengths in written and oral communication
- Strengths in organisation and record-keeping
- IT competency – familiar or receive training in the SLSA Surfguard | membership area; with basic operating systems, Microsoft Office, internet and email
- Ability to function in a team environment with evenly distributed responsibilities
- Ability to create/source and implement organisation's administration and management requirements



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Job Description: WHS Officer

Accountable To: President
Reports To: Committee

Objective:

- To ensure the Surf Club Health and Safety & Rehabilitation systems are up to date, implemented and monitored in all areas within surf lifesaving.

Authority and Responsibility:

The Club Safety Officer's responsibilities with regards to Health, Safety and Rehabilitation include but are not limited to the following:

1. Implement and oversee risk management procedures.
2. Set up, implement and monitor injury reporting system.
3. Carry out investigations of surf club workplace incidents.
4. Set up, implement and monitor WHS education and training systems.
5. Implement systems to review workplace stress and critical incidents.
6. Implement rehabilitation and "return to surf club duties" procedures.

Please refer to Guidelines for Safer Surf Clubs for further procedures and details on how to implement this job description.



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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



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JOB DESCRIPTION – Sponsorship & Grants Co-Ordinator

Responsible to: Director of Finance

Time Commitment: 3 hours/week

RESPONSIBILITIES AND DUTIES

- Maintain relationship with current and active Sponsors and Donors of Club, including briefing or presenting personally the results or outcomes of projects
- Identify and develop opportunities with new sponsors, grant rounds and donors
- Identify equipment or operational funding needs applicable to sponsorship and grant funding with officers of the Club
- Report to Club Committee on opportunities and needs requirements of sponsors
- Co-Ordinate and execute mutually beneficial Club response and supporting recognition with the Club executive to support sponsor and/or donors operations; organise and report to grant funding acquittals as and when required but within timelines
- Provide dialogue to, and or maintain or develop relationships
- Submit reports on progress and relationships with SWOT analysis at committee meetings

KNOWLEDGE AND SKILLS REQUIRED

- Strong communication skills and thought process on business relationships
- Good understanding of club culture and operations, Income and Expenditure'
- Ability to organise and delegate tasks
- Identify opportunities as they unfold or develop
- Ability to work and operate unsupervised while delivering outcomes
- Proficient computer skills
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Positive and enthusiastic



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JOB DESCRIPTION – Publicity Officer

Responsible to: All Executives and member

Time commitment: 1-2 hours/week

RESPONSIBILITIES AND DUTIES

- The focal point of the Club for disseminating information of club events, membership and public information
- Management and supervision of the Club website and social media systems in an accurate, timely and positive manner.

KNOWLEDGE AND SKILLS REQUIRED

- IT skills set
- Basic knowledge and understanding of laws and regulations relating to media statements, publications.



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JOB DESCRIPTION – Radio Officer

Responsible to: Club Captain

Time commitment: 1 hours/week

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



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JOB DESCRIPTION – Venue Hire Co-Ordinator

Responsible to: Vice-President; Director of Finance

Time commitment: 1-2 hours/week

RESPONSIBILITIES AND DUTIES

- Operation and management of Club Venue for Club use and public use, organise and/or conduct venue inspections.
- Use of and be meticulous in diary and web site calendar for bookings, communicating with concerned parties.
- Manage funds relating to hire costs and bonds.
- Control and manage club venue keys.
- Set and maintain venue hire rates and deposits in association with the responsible persons.
- Ensure hire agreement is completed for all venue hires and inspections following conclusion of hire.
- Manage waste receptor facility



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JOB DESCRIPTION – IRB Captain

Responsible to: Director of Life Saving, Surf Sports
Time commitment: 2 hours/week

RESPONSIBILITIES AND DUTIES

- Coordinate pre-season servicing of all powercraft
- Ongoing coordination of servicing/repair of powercraft
- Administration of fuelling systems/processes
- Administration of defective equipment/fault reporting and resolution
- Support and promote powercraft training in consultation with Chief Training Officer
- Recommend purchases and asset management decisions to Club Committee
- Responsible for housing/storage of powercraft
- 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.



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JOB DESCRIPTION - Gear Steward

Responsible to: Director of Surf Sports & Director of Lifesaving

Time commitment: 1-2 hours/week

Functional Relationships:

IRB Captain
Service Providers

RESPONSIBILITIES AND DUTIES

- Checking and maintaining gear and equipment for Lifesaving/Patrol
- Checking and maintaining gear and equipment Surf Sport and general uses
- Carry out Annual Gear and Equipment Inspection before start of season
- Coordinate the maintenance and repair of gear and equipment
- Responsible for the security and return of all gear and equipment
- Maintain a record of gear and equipment issued to relevant sections
- Supervise the relocation of gear and equipment to alternative venues
- Maintain adequate fuel levels and reserves for ATV and IRB

KNOWLEDGE AND SKILLS REQUIRED

- Basic knowledge of Work Health and Safety
- Project management skills
- Ability to cope under stressful situations and meet deadlines



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JOB DESCRIPTION – Senior / IRB Team Manager

Responsible to: Director Surf Sports

Time commitment: 4-6 hours/week

RESPONSIBILITIES AND DUTIES

- Ensure competitors list is up to date and ensure they are aware of carnival dates, and procedures at interclub, branch, state and national levels (including entry procedures and closing dates)
- Facilitate entries for all events
- Arrange accommodation for competitors at relevant carnivals
- Ensure any protests at carnivals are dealt with in an efficient and appropriate manner
- Ensure that any athletes under the age of 18 are chaperoned by their parents or a responsible adult who is willing to accept that role at events where an overnight stay occurs
- Ensure all travel arrangement details and accommodation of members on trips are detailed and appropriate
- transportation is organised where applicable
- Ensure all monies (i.e. membership, competition levy, accommodation etc) are paid in full by the required date.
- Make sure all club equipment (e.g. tents, ducks, motors, fuels etc) is transported to carnivals by start time
- Allocate responsibility of tent setup and dismantle
- Ensure equipment is returned cleaned and report all damaged to IRB Captain AND Gear Steward

KNOWLEDGE AND SKILLS REQUIRED

- Knowledge of all SLSA Rules and Regulations including Surf Sports Manual 34th Edition and any related bulletins and circulars
- Ability to organise and delegate tasks
- Communicate effectively and possess good interpersonal skills



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JOB DESCRIPTION – Bar Manager

Responsible to: Club Licensee; Director of Finance
Club Executive

RESPONSIBILITIES AND DUTIES

- Maintain operation of bar
- All ordering & purchasing for bar
- Organise bar rosters for season
- Maintain inventory & stock levels
- Maintain RSA log
- Maintain bar area – keep clean & tidy
- Ensure proper signage is posted
- Identify and recruit the need for training in responsible service of alcohol and good sports (or equivalent policies) of bar staffing as / when required

KNOWLEDGE AND SKILLS REQUIRED

- Must have current RSA
- Possess a basic knowledge of OLGR guidelines
- Good organisational skills



Catherine Hill Bay Surf Life Saving Club Incorporated

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JOB DESCRIPTION – Canteen Coordinator

Responsible to: Director of finance; Executive

RESPONSIBILITIES AND DUTIES

- Maintain operation of canteen
- All ordering & purchasing for canteen, set profit margins, account for monies
- Organise canteen rosters for season
- Maintain inventory & stock levels
- Maintain canteen area – keep clean & tidy
- Ensure proper signage is posted

KNOWLEDGE AND SKILLS REQUIRED

- Ability to communicate well with kids & public
- Basic IT skills
- Good organisational skills



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JOB DESCRIPTION – Apparel Co-Ordinator

Responsible to: Director of Finance

Time commitment: 1-2 hours/week

RESPONSIBILITIES AND DUTIES

- Organising and control of Uniform and Apparel stocks and pricing structures
- Sourcing and liaising with suppliers
- Ensuring invoices are paid or forwarded to the Director of Finance
- Keep true and accurate records of all sales and expenses
- Roster and manage a regular service to sell Club merchandise and uniforms
- Assist in any other duties required by the Executive Committee
- Attend meetings as required
- Perform stock take duties as required

KNOWLEDGE AND SKILLS REQUIRED

- Ability to communicate well with Club Executive
- Ability to communicate with Public and manage expectations and situations as and when occurs.
- Basic IT and writing skills



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JOB DESCRIPTION – Coaching Coordinator

Responsible to: **Director Surf Sports**

RESPONSIBILITIES AND DUTIES

- Maintain accurate and up-to-date contact details for coaches
- Liaise with Director of Surf Sports in regards to any arising issues for Coaches
- Provide relevant Surf Sports advice for coaches
- Liaise with appropriate personnel on training programs
- Organise weekly coaching sessions in water & sand events
- Act as spokesperson on behalf of all coaches
- Oversee the reaccreditation process for Level 1 and 2 Coaches
- Assist in delivering coaching development programs
- Communicate with coaches regarding Surf Sports changes and updates
- Provide feedback on any changes that may be necessary for coaching courses

KNOWLEDGE AND SKILLS REQUIRED

- Surf Sports Manual
- Coach education requirements and Recognised Prior Learning process



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JOB DESCRIPTION – Youth Coordinator

Responsible to: Club President

RESPONSIBILITIES AND DUTIES

- Coordinate all youth related applications for programs within the club
- Act as primary contact for all youth related matters within the club
- Coordinate U14-U21 year old activities
- Liaise with Club committee members and Club Youth
- Coordinate the Club Youth committee
- Club contact for all Youth members
- Club contact for Youth Development and Memberships Branch
- Organise a minimum of 4 club functions for youth at commencement of season

KNOWLEDGE AND SKILLS REQUIRED

- Competent computer skills
- Organised and able to delegate tasks
- Possess good communication and interpersonal skills
- Friendly and approachable
- Aware of Member Protection and other Club policies



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JOB DESCRIPTION – Age Manager

Responsible to: Club President and Junior Chairperson

RESPONSIBILITIES AND DUTIES

- Ensure the safety and well-being of the group
- Take responsibility for the education of a group
- Establish, coordinate and report all operational aspects relating to the age group
- Reference the Age Managers Course to educate junior lifesavers in surf lifesaving, surf awareness, personal,
- leadership and teamwork skills
- Plan creative, educational and fun lessons
- Be a positive role model
- Be willing to further their knowledge of surf lifesaving
- Complete Age Managers course

KNOWLEDGE AND SKILLS REQUIRED

- Ability to work as part of a team
- Friendly, positive and enthusiastic
- Competent Computer skills
- Awareness of Club policy and procedure
- Good communication and interpersonal skills



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JOB DESCRIPTION – JUNIOR TEAM MANAGER

Responsible to: Director Surf Sports
Time commitment: 4-6 hours per carnival

RESPONSIBILITIES AND DUTIES

- Attend all Junior Carnivals
- Ensure any protests at carnivals are dealt with in an efficient and appropriate manner
- Organise any last minute changes to teams as required
- Make sure all club equipment (e.g. tents, reels, boards, skis etc) is transported to carnivals by start time
- Allocate responsibility of tent setup and dismantle

KNOWLEDGE AND SKILLS REQUIRED

- Knowledge of all SLSA Rules and Regulations including Surf Sports Manual 34th Edition and any related bulletins and circulars
- Ability to organise and delegate tasks
- Communicate effectively and possess good interpersonal skills



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JOB DESCRIPTION – MEMBER PROTECTION INFORMATION OFFICER

Responsible to: President

RESPONSIBILITIES AND DUTIES

- Ensure the safety and welfare for Club Members
- Assist in grievance and complaints resolution
- Act as an impartial body, offering a sounding board to bounce ideas off
- Identify options for resolution of conflicts and grievances
- Refer complaints and grievances to other bodies in conjunction with the complaints and grievance flow chart
- Awareness of Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Member Protection and other relevant policies
- Liaise with members of the Club, President and other bodies
- Ensure completion of Prohibited Employment Declaration form by all members

KNOWLEDGE AND SKILLS REQUIRED

- Possess good interpersonal and communication skills
- Possess a good understanding of Club, State and National Surf Life Saving policies and Procedures
- Good organisational skills



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JOB DESCRIPTION – PATROL CAPTAIN

Responsible to: Club Captain

RESPONSIBILITIES AND DUTIES

- To ensure that identified high risk areas along their beach are appropriately covered with Surf Life Saving Services in a proactive capacity
- In the event of an incident assume command of resources available to them at their beach, on the advice of SurfCom until the Duty Officer arrives
- Arrange with the Duty Officer for suitable de-briefings and/or peer support for club members when required
- Take immediate steps to report any serious breach of Surf Life Saving safety policies and/or patrol deficiencies identified to the Club Captain
- Liaise with the Lifeguards to identify any issues or hazards present.
- Ensure all Lifesaving equipment is checked before duty
- Select the safest area of beach to erect the red and yellow flags
- Dependant on conditions the patrol captain shall be responsible for the opening and closing of flagged areas and/or beaches.
- Allocate responsibilities to team members in case of emergency and/or rescue.
- Ensure the safe positioning of lifesaving equipment
- Designate suitable areas for surfboard riders and/or boogie board riders.
- Ensure a proper buffer zone exists between the surf craft area and the swimming area
- Ensure that all Lifesaving Services Personnel take a pro-active approach to preventative measures
- Co-ordinate any search and rescue situation that may occur
- Be aware of and abide by the Local Government Act
- Ensure the correct recording of information in log books, report forms etc.
- Make themselves easily accessible to the general public to answer any general enquiries
- Have with them a radio (hand held) at all times during patrol



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PATROL CAPTAIN (CONTINUED)

KNOWLEDGE AND SKILLS REQUIRED

- Bronze Medallion
- Silver Medallion Basic Beach Management
- SLSA awards (ARTC, SFA, IRB, Spinal Management)
- Leadership and decision making qualities
- Sound communication skills
- Professionalism
- Customer orientated manner
- Ability to multi-task
- Ability of work under pressure



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JOB DESCRIPTION – Project Manager, Clubhouse.

To deliver Clubhouse Renovations, extensions and additions through to a successful completion

Responsible to: President, Director of Finance

Reportable to: Director of Administration

RESPONSIBILITIES AND DUTIES

- Be responsible for planning, organising and executing renovation and extension / addition projects for the Surf Club house
- Liaise with Council, Contractors and Subcontractors to achieve this with the best outcome for the Club
- Maintain agreement on outcomes with key stake-holders and update Director of Administration on all correspondence including planning and decision making outcomes.
- Set and manage budgets for funding & finance, manage payment schedules with the Director of Finance
- Source and recommend expenditure as and where required to execute this function in time critical position in a business-like manner avoiding any personal conflict of interest.
- Authorise expenditure up to \$2,500 without referral; source and gain second approval for expenditure over this amount from the President or Director of Finance
- Ensure acquittal reports and progress reports are completed on time with relevant parties.
- Report monthly to Board or Committee meetings.

This position will terminate on the latter of conclusion of project or funding acquittal