

Scarboro Surf Lifesaving Club

Job Description – IRB Officer



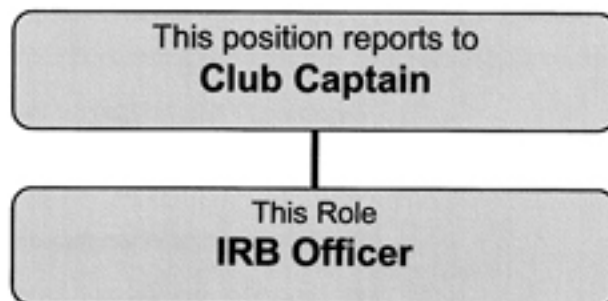
1. Position

IRB Officer

2. Position Purpose

Responsible for maintenance of IRB equipment and coordination of gear required for patrol, water safety or competition

3. Key Relationships



4. Approved by

Director of Administration

Name: Nick Stewart

Date: 28 June 2013

Club President

Name: Elise Irwin

Dated: 28 June 2013

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5. Major Responsibilities

Key Accountabilities

Maintenance and service of the Club's IRB's and Trailers and Motors in liaison with the Gear & Equipment Officer

Ensure that IRB's are ready for Patrol, water safety or competition use

Ensure proper storage in a secure location of the Club's IRB Hulls and Motors.

Ensure the correct use IRB's by members

Assist the Education Officer in instructing on the proper use of IRB's

Represent the Club at specific meetings related to IRB's

6. Primary Accountability

Performance Measures

Budget

Submits an IRB budget for approval

Meetings

Attends Club meetings as required

Reporting

Provides reports when required

Club Policies

Ensures compliance with SLSA/SLSWA IRB procedures

7. Required Competencies

- Holds an IRB Drivers Certificate
 - Basic mechanical skills
 - Understanding of budget compliance
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
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