

# Scarboro Surf Life Saving Club

## Job Description – Assistant Patrol Officer



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### 1. Position

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Assistant Patrol Officer – V070419

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### 2. Position Purpose

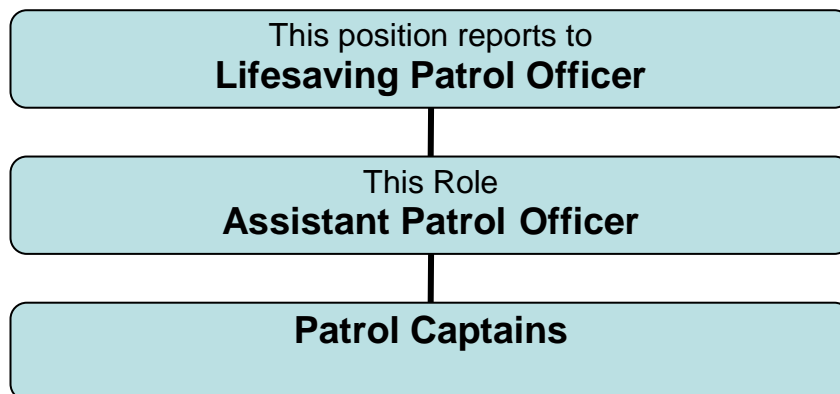
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Responsible for assisting the Lifesaving Patrol Officer in coordinating the Club's lifesaving patrol activities in conjunction with the Club's lifesaving service agreement

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### 3. Key Relationships

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### 4. Approved at Board meeting 7/4/2019

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### 5. Mandatory Requirement

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Be in possession of a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.

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### 6. Major Responsibilities

- Assist the Patrol Officer in the management of lifesaving patrols within the Club's patrol boundaries
- Regularly check on the condition of all patrol related equipment including rescue boards, rescue tubes, patrol uniforms, patrol vehicles and patrol caravan and report any damage or maintenance required to Patrol Officer
- Maintain an understanding of the SLSWA policies as applied to lifesaving patrols
- Maintain an understanding of City of Stirling policies as applied to lifesaving patrols
- Assist the Patrol Officer in the development of a budget for the maintenance and update of resources and programs as required
- Assist the Patrol Officer in logging patrol records on to Surfguard
- Deputise for the Patrol Officer on occasions when they are not available
- Comply with the Club's constitution and policies

### 7. Primary Accountability

Patrols are on duty as per the roster	Meetings attended and reports submitted as and when required
Patrol gear and equipment is maintained and any damage is reported in a timely manner	The Patrol Officer is assisted in their duties as required
Patrol records are entered into Surfguard in a timely manner	Club policies and directions of the Board complied with

### 8. Required Competencies

- Basic internet skills
- Holder of SLSA Bronze Medallion
- Holder of WA Silver Medallion in Basic Beach Management desired
- Adjudicate in the event of a complaint or dispute, where appropriate
- Ability to organise and delegate tasks
- Understanding of budget compliance
- Communicate effectively and possess good interpersonal skills
- Maintain confidentiality on relevant matters
- Understanding of the Club's constitution and policies
- Understanding of SLSA and City of Stirling policies as applied to lifesaving patrols