

Scarboro Surf Life Saving Club

Job Description – Education Officer



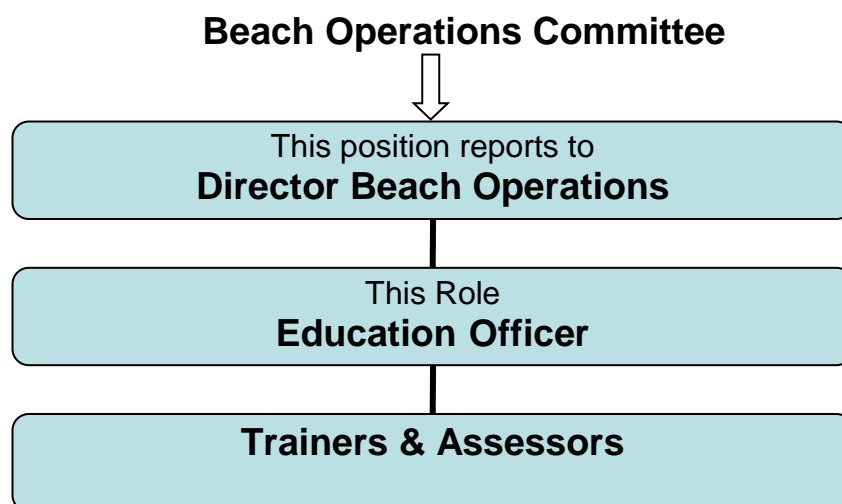
1. Position

Education Officer – V070419

2. Position Purpose

Responsible for coordinating the training and assessment of Surf Life Saving Awards for Club Members

3. Key Relationships



4. Approved at Board meeting 7/4/2019

7. Mandatory Requirement

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

- Lead and develop a team of trainers and assessors who will develop members to meet the operational needs of the Club
- Maintain an understanding of the range of SLSA Awards and relevant policies
- Annually develop and submit for approval, a budget for education resources and personnel necessary for a high standard of Award instruction
- Care and maintenance of the Club's education equipment and aids
- Ensure the correct use of the training room and equipment by members
- Coordinate all SLSA Award instruction squads, their trainers and resources
- Liaise with Membership Officer to ensure that all new members requiring Awards are allocated to a training squad
- Coordinate proficiencies in all SLSA Awards
- Record all new awards and proficiencies in surfguard
- Represent the Club at specific meetings related to Education matters
- Monitor the implementation of new initiatives
- Appoint additional support in the form of an Education Committee where required
- Comply with the Club's constitution and policies

7. Primary Accountability

New members are trained and successfully assessed in SLSA awards as appropriate	Education budget developed and submitted in a timely manner
Annual proficiency tests are carried out for all appropriately qualified members	Meetings attended and reports submitted as and when required
Assessments entered into Surfguard in a timely manner	Club policies and directions of the Board complied with

8. Required Competencies

- Basic internet skills
- Holder of an SLSA Training Officer award
- 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
- Sound understanding of SLSA Award structure, policies and SLSWA procedures
- Working understanding of SLSA Surfguard system