

Scarboro Surf Life Saving Club

Job Description – Gym Officer



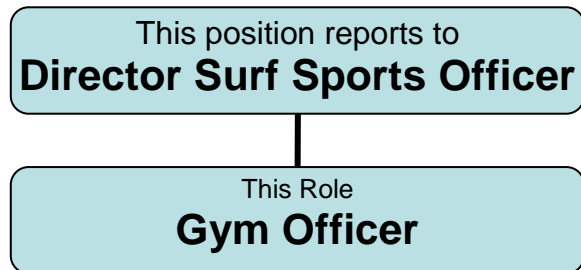
1. Position

Gym Officer – V070419

2. Position Purpose

Responsible for the use of the Club gym by members and care and maintenance of the gym and equipment

3. Key Relationships



4. Approved at Board meeting 7/4/2019

5. 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***.



6. Major Responsibilities

- Care and general maintenance of the Club gym and associated gear & equipment
- Conduct, or oversee the conduct, of a proper induction for all members authorized to access the gym
- Ensure that members use the gym in accordance with the induction process and Club policies, any misuse is to be reported to the Director Surf Sports
- Monitor, and make recommendations to the Surf Sports Committee, on conditions for access to the gym
- Liaise with appropriate personnel on the correct use of gym equipment and training programs
- Annually develop and submit for approval, a budget for the purchase or update of any gym equipment or maintenance of the gym
- Ensure that appropriate signage stating the conditions of access is clearly on display in the gym
- Comply with the Club's constitution and policies

7. Primary Accountability

Induction is carried out on all gym users	Gym budget is developed and submitted in a timely manner
Club gym and gym equipment is maintained in good order and condition	Meetings attended and reports submitted as and when required
Any misuse of the gym as noticed by or brought to the attention of the gym officer is reported to the Director Surf Sports	Club policies and directions of the Board complied with

8. Required Competencies

- Ability to organise and delegate tasks
 - Communicate effectively and possess good interpersonal skills
 - Hold an appropriate qualification.
 - Holder of SLSA BM desired
 - Understanding of gym use and proper use of gym equipment
 - Maintain confidentiality on relevant matters
 - Understanding of the Club's Constitution and Policies
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