

Scarboro Surf Life Saving Club

Job Description – Assistant Education Officer



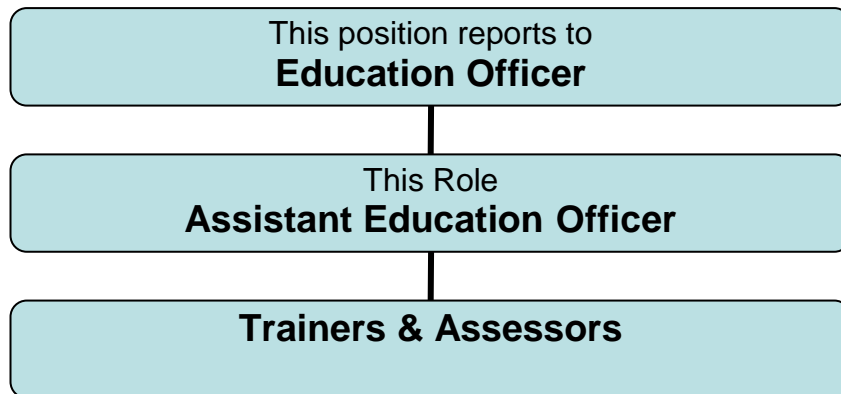
1. Position

Assistant Education Officer – V070419

2. Position Purpose

Responsible for assisting the Education Officer in coordinating the training and assessment of Club Members in SLSA Awards

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*.

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6. Major Responsibilities

- Assist the Education Officer in the development of 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
- Assist the Education Officer in the development of a budget for education resources and personnel
- Assist the Education Officer in all duties related to the instruction and education of members in SLSA Awards and annual proficiency testing
- Deputise for the Education Officer on occasions when they are not available for duty
- 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
 - Sound knowledge of SLSWA and SLSA Awards details and procedures
 - Working knowledge of SLSA Surfguard system
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