

# Scarboro Surf Life Saving Club

## Job Description – Patrol Officer



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### 1. Position

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Patrol Officer – V070419

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### 2. Position Purpose

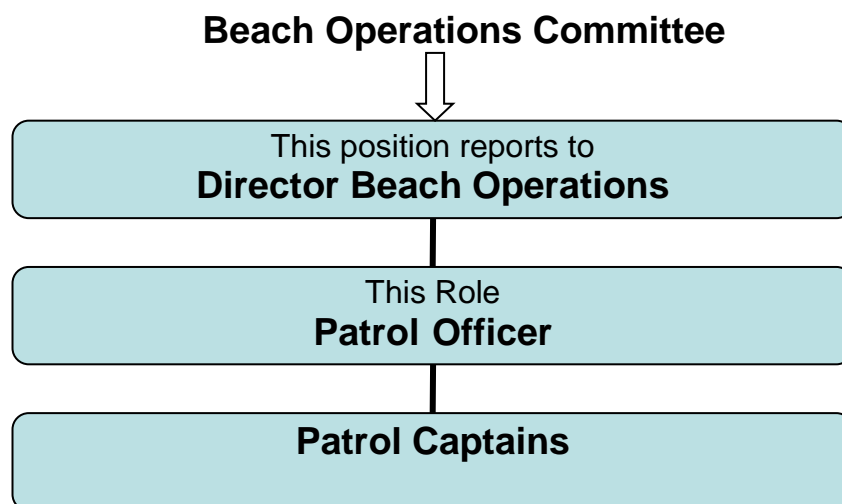
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Responsible for coordinating the Club's lifesaving patrol activities in conjunction with the Club's lifesaving service agreement

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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 Responsibility

- Oversee the management of lifesaving patrols within the Club's patrol boundaries
- Annually develop a patrol roster for the season ahead
- Liaise with the Director Beach Operations to select and train Patrol Captains
- Liaise with the Education Officer in the selection and allocation of members to patrols to ensure an even balance of skilled and qualified members in each patrol
- 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
- Annually develop and submit for approval, a budget for the maintenance and update of resources and programs necessary for a high standard of lifesaving patrols
- Ensure the correct use of lifesaving gear & equipment by members
- Liaise with Assistant Patrol Officer, Radio Officer, First Aid officer and IRB Officer to ensure that equipment is available as and when required
- Liaise with Patrol Captains to ensure members meet their patrol hour requirements
- Ensure that patrol records are completed and logged on to Surfguard
- Represent the Club at specific meetings related to lifesaving matters
- Monitor the implementation of new initiatives
- Appoint additional support in the form of an Lifesaving Committee where required
- Comply with the Club's constitution and policies

### 7. Primary Accountability Performance Measures

Patrols are selected, rostered and undertake their required duties	Lifesaving budget developed and submitted in a timely manner
Patrol captains are trained and maintain proficiency in their patrol activities	Meetings attended and reports submitted as and when required
Patrol records are entered into Surfguard	Club policies and directions of the Board complied with

### 7. Required Competencies

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- 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