

# Scarboro Surf Life Saving Club

## Job Description – RWC Officer



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### 1. Position

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RWC Officer – V070419

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### 2. Position Purpose

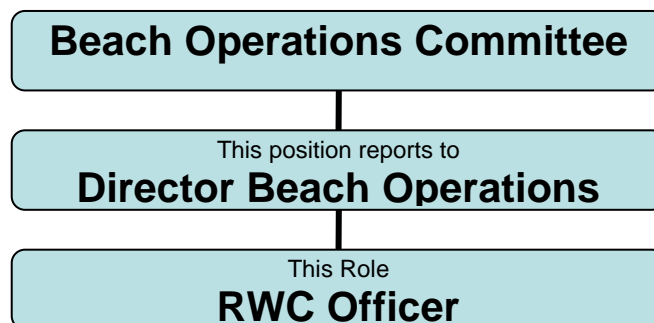
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Responsible for care and maintenance of Jetski equipment and coordination of gear required for patrol and water safety

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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

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- Maintenance and service of the Club's Jetskis, Trailers and associated gear in liaison with the Lifesaving Gear & Equipment Officer
- Ensure that Jetskis are ready for Patrol and water safety
- Ensure proper storage in a secure location of the Club's Jetskis and associated gear.
- Ensure the correct use of Jetskis by members
- Assist the Education Officer in instructing members on the proper use of Jetskis and for SLSA Awards
- Represent the Club at specific meetings related to Jetskis
- Maintain records of jetski use and maintenance
- Annually develop and submit for approval a budget for the replacement and maintenance of all Jetski equipment
- Comply with SLSA/SLSWA procedures related to Jetskis
- Comply with the Club's constitution and policies

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### 7. Primary Accountability

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Jetski equipment maintained and ready in operational status for all required activities	Jetski Budget developed and submitted in a timely manner
Members trained in Jetski use and currently proficient	Meetings attended and reports submitted as and when required
SLSA/SLSWA jetski procedures complied with	Club Policies and directions of the Board complied with

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### 8. Required Competencies

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- Holds an RWC Drivers Certificate
  - Holds an SLSWA Trainers Award in RWC Training
  - Basic mechanical skills
  - Understanding of budget compliance
  - Communicate effectively and possess good interpersonal skills
  - Maintain confidentiality on relevant matters
  - Sound understanding of SLSA / SLSWA Jetski policies and regulations
  - Understanding of Club Constitution and Policies
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