



Surf Life Saving Central Coast

Position Description: Manager of Support Services






Responsible to:

Board of Life Saving (BOLS)








Reports to:

Director of Life Saving












Functional Relationships:

-  Director of Life Saving
-  BOLS
-  Radio Advisor
-  Duty Officers
-  Support Officer

Responsibilities:







-  Organise and supervise Duty Officers
-  Liaise and communicate with Club Radio Officers
-  Liaise and communicate with Rescue Water Craft Operators
-  Attend bi-monthly BOLS meetings
-  Manage Rosters for operators
-  Continuous improvement of procedures and operating software updates
-  Training of new operators

Desirable Attributes:

-  Recent and proven surf lifesaving rescue services experience
-  Demonstrated rapport with SLSCC Lifesaving personnel
-  Sound leadership skills
-  Sound organisational skills
-  Sound time management skills
-  Sound computer skills - Microsoft office, excel and outlook
-  Sound oral and written communication skills
-  Ability to prepare and manage basic budgets successfully
-  Ability to work in a team environment
-  Radio Operators Award
-  Bronze Medallion Award

Statement of Duties:

Administration

-  Be a Manager for the BOLS.
-  Be prepared to undertake additional programs and give advice or same when so requested by the Director of Life Saving.
-  Advise the Board upon reports and recommendations received from officers, appropriate staff, members and other forums, established from time to time to consider and recommend upon rescue services matters.
-  Attend BOLS meetings and provide monthly reports
-  Be prepared to attend meetings, conferences and forums which are convened and will affect upon rescue services.
-  Contribute to an annual review of the Board of Life Saving

Time Commitment

The position of SLSCC Manager of Support Services is a voluntary position which requires a commitment of time and energy required to complete the duties of the position.