



## ***Surf Life Saving Central Coast***

### **Position Description: Manager of Equipment**

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#### **Responsible to:**

Board of Life Saving (BOLS)



#### **Reports to:**

Director of Life Saving










#### **Functional Relationships:**

-  Director of Life Saving
-  BOLS
-  Support Officer
-  Clubs

#### **Responsibilities:**

-  Responsible for the checks on all rescue gear and equipment to ensure that they meet the safety requirements as set down by SLSA.
-  Ensure all first aid gear and equipment including resuscitation equipment meets SLSA standards.






#### **Desirable Attributes:**

-  Recent and proven surf life saving experience
-  Demonstrated rapport with SLSCC life saving 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.

#### **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 equipment matters.
-  Attend BOLS meetings and provide monthly reports
-  Be prepared to attend meetings, conferences and forums which are convened and will affect upon equipment.
-  Contribute to an annual review of the Board of Life Saving

### **Time Commitment**

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