



Surf Life Saving Central Coast

Position Description: Manager of RWC Operations

Responsible to:

Board of Life Saving (BOLS)








Reports to:

Director of Life Saving











Functional Relationships:

-  Director of Life Saving
-  BOLS
-  Support Officer

Responsibilities:







-  Attend bi-monthly BOLS Meetings
-  Manage RWC Operations – Patrols, Searches
-  Manage rosters
-  Ensure sufficient operators on duty each weekend
-  Ensure operators attendance for carnivals
-  Maintenance of fleet – Jet Ski's and trailers, including repairs, fuel etc.
-  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
-  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 Operations - RWC is a voluntary position which requires a commitment of time and energy required to complete the duties of the position.