



# DICKY BEACH SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** First Aid Officer

**Reporting to:** Life Saving Operations Committee

**This is a voluntary position and carries no salary or designated hours**

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### **Purpose of the Position**

The First Aid Officer provides management in all lifesaving first aid for Dicky Beach Surf Life Saving Club including providing assistance to the Club Captain in relation to their role.

### **Pre-requisites**

To nominate for the position of First Aid Officer you must:

- Be a current financial member of the Club.
- Not have been convicted on indictment or sentenced to a term of imprisonment for a summary offence required to be disclosed by the *Criminal Law (Rehabilitation of Offenders) Act 1986*;
- Not have been a bankrupt; or entered into a deed of arrangement; or made a composition which remains unpaid; in accordance with the *Bankruptcy Act 1966* or corresponding law of another external territory;
- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000*;
- Possess a current SLSA First Aid Award;
- Must not have any negative judicial findings recorded against you in the lifesaving movement;
- Have experience and or proven ability to fill a leadership role in a not-for-profit volunteer based organisation,
- Have a strong commitment to the ideals of surf lifesaving;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills;
- Have a complete understanding of the Codes of Conduct.

### **Objectives of the First Aid Officer**

- Be responsible for fostering high standards for First Aid Treatment;
- Maintain an up-to-date knowledge of the latest methods of surf lifesaving first aid; and
- Assist in ensuring that Dicky Beach Surf Life Saving Club is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the club's Policies and Procedures.

## Responsibilities and duties

- Maintain adequate stocks of approved first aid material and equipment provided approval of the Surf Life Saving Operations Committee for the purchase of materials is obtained;
- Conduct an annual maintenance check of all club defibrillators, prior to the commencement of each patrolling season;
- Maintain the First Aid Room in a clean and orderly condition and for that purpose may, with the approval of the Club Captain, call on the services of any member;
- In liaison with the Chief Training Officer, organise and arrange instruction for First Aid Awards in conjunction with the Association SLSA;
- Submit an annual budget to the Surf Lifesaving Operations Committee prior to 1st March each year;
- Keep a record of names and addresses of patients treated for major First Aid and also a record of the number of patients treated for minor First Aid;
- Liaise with the Club Captain to ensure each patrol has sufficient members with appropriate award qualifications to provide patrol readiness;
- Submit a written report to each Surf Life Saving Committee Meeting;
- Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct;
- Observe and encourage others to comply with the Constitution; By-Laws; and Policies and Procedures as prescribed in the Policies and Procedures Manual, including providing reports and other requested information on the appropriate reporting templates.

## Skills and Experience

Minimum three (3) years general lifesaving involvement; and  
Experience working in a volunteer organisation, preferably with surf lifesaving.

## Personal Qualities

- Good written and verbal communication skills;
- Ability to work with others;
- Neat and tidy presentation;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

## Relationships

With	Purpose
1. President	Provide Strategic input to all functional areas of the club
2. Club Captain	
3. Chief Training Officer	
4. Surf Sports Officer	

## Re-election Period

Annually at the AGM