



DICKY BEACH SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Gym Officer

Reporting To: Surf Life Saving Operations Committee and Surf Sports and Competition Committee

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

Purpose of the Position

The Gym Officer provides supervision of all gym operations including providing assistance to the Club Captain and Surf Sports Officer in relation to their roles.

Pre-requisites

To nominate for the position of Gym 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*;
- Be a financial member of the Club, be eligible to use the Club's gym, over 18 years of age with a minimum of two years membership of the Club;
- Not have any negative judicial findings recorded against you in the surf lifesaving movement;
- Assist in ensuring the 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;
- Have a strong commitment to the ideals of Surf Lifesaving;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills; and
- Have a complete understanding of the Codes of Conduct.

Objectives of the Gym Officer

- Ensure the club gym and equipment is held in good repair, undergoing appropriate mandatory inspections;
- Supervision of club members' general behaviour in accordance with the gym rules; and
- Liaise with the club administrator to ensure members requesting gym membership meet the appropriate gym membership requirements.

Responsibilities and Duties

- In liaison with the Club Captain, ensure all equipment is maintained in a usable state and arrange repairs/replacements as required;
- Ensure the quarterly inspection of all gym equipment is carried out by an accredited gym mechanic;
- Ensure all members who use the gym abide by the club's gym rules. Members U/18 years must be under the direct supervision of an accredited coach or trainer at all times;
- Ensure those members using the Gym are both financial members of the Club and gym and abide by the Codes of Conduct;
- Ensure the up-to-date list of financial gym members is displayed within the gym;
- Have the authority to suspend from gym use (until the matter is resolved by the Surf Life Saving Committee) any member who maybe in breach of the gym rules;
- Submit an annual budget request for the gym to be forwarded to the Surf Life Saving Operations Committee, including reviewing gym membership fees;
- In liaison with the Club Administrator, ensure all members who request membership to the gym meet the criteria of being an Active Member or Award Member undertaking patrols and over the age of 18 years;
- Be a member of the Surf Life Saving Operations Committee; and
- Submit a written report to each Surf Life Saving Operations Committee Meeting.

Skills and Experience

- Reasonable knowledge of gym equipment and protocols;
- Minimum two years general lifesaving involvement; and
- Experience working in a volunteer organisation, preferably with surf lifesaving.

Personal qualities

- Ability to work with others;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

Relationships

With	Purpose
Club Captain	Provide Strategic input to all functional areas of the club
Coaching Co-ordinator	
Club Manager	
Club Administrator	

Re-election Period

Annually at the AGM