



DICKY BEACH SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Club House Officer

Reporting To: Surf Life Saving Operations Committee

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

Purpose of the Position

The Club House Officer provides assistance in the supervision of the general conduct of club members and the general maintenance of club property.

Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct.

Pre-requisites

To nominate for the position of Club House 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*;
- Must not have any negative judicial findings recorded against you in the 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 Clubhouse Officer

- To ensure the club property is held in good repair;
- Supervision of club members general behaviour in accordance with the clubhouse rules; and
- Liaise with the club manager to affect the minor maintenance of the clubhouse and facilities.

Responsibilities and Duties

- Be responsible for the general conduct of Members in accordance with the clubhouse rules, (Refer to Policy and Procedures Manual);
- Ensure the members adhere to the Codes of Conduct;
- On finding maintenance that is required to be carried out, report it directly to the Club Manager or President;
- Submit an annual budget request to the Surf Life Saving Operations Committee prior to 1st March each year;
- Submit a written report to each Surf Life Saving Committee Meeting; and
- Develop a good working relationship with the Club Officers to manage and develop the operational effectiveness of Dicky Beach Surf Life Saving Club.

Skills and Experience

- Minimum two years general life saving 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
Club House Officer	
Club Manager	
Club Administrator	

Re-election Period

Annually at the AGM