



DICKY BEACH SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Volunteer Coordinator

Reporting To: Finance Committee

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

Purpose of the Position

The Volunteer Coordinator coordinates the raising of funds and coordination of social events on behalf of the Dicky Beach Surf Life Saving Club members.

Pre-requisites

To nominate for the position of Volunteer Coordinator you must:

- Be a current financial member of the Club and a Club member for a minimum of three years;
- 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; and
- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.
- Not have any negative judicial findings recorded against you in the surf lifesaving movement;
- Have a complete understanding of the Codes of Conduct;
- 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 Constitution; By-Laws; and Policies and Procedures Manual;
- Have a strong commitment to the ideals of Surf Lifesaving; and
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills.

Objectives of the Volunteer Coordinator

- Ensure all club events have a coordinated response by harnessing all members of the club to assist with the event;
- Encourage all Club Members to become involved with events ensuring the best outcome; and
- Identify Club Members who may have specialist skills to assist with various events.

Responsibilities and Duties

- Be responsible for the coordination of all volunteers for events held by the Club;
- Lead and coordinate the Fundraising Sub-Committee to identify the needs of the committee for events being conducted;
- Encourage Club Members to become involved in events; and
- Provide monthly reports to the Finance Committee on the required format;

Skills and Experience

- Good verbal and written expression;
- Minimum three (3) 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
Cub President	Provide Strategic input to all functional areas of the club
Junior Activities Chairperson	
Club Captain	
Surf Sports Officer	
Finance Committee Members	
Club Administrator	
Club Secretary	
Treasurer	

Re-election Period

Annually at the AGM