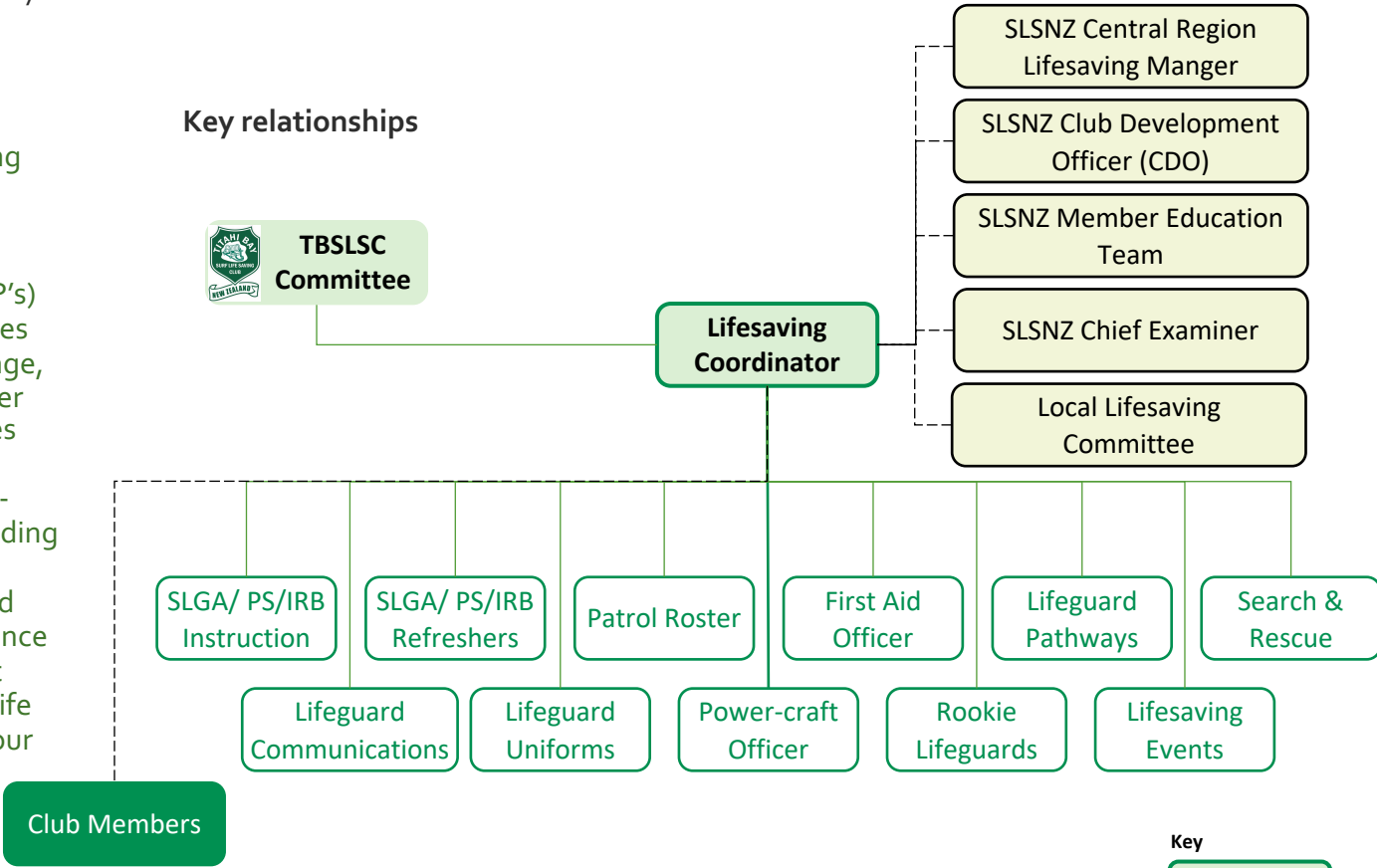


Role Description for: Lifesaving Coordinator

Nominated by the members of Titahi Bay Surf Life Saving Club (TBSLSC) to represent their best interests on the committee and uphold the club vision, mission, and values you will support the chairperson in championing the code of conduct. The Lifesaving Coordinator is responsible for the formation and delivery of the Club's Standard Operating Procedures (CSOP's) for the current season. This role engages with a variety of people to retain, engage, recruit and support volunteers to deliver the key lifesaving activities and services available on our beach. The Lifesaving Coordinator may oversee multiple sub-roles within the Lifesaving space, including the delivery of training, power craft operations, and pathways planning and management. This role acts in accordance with the Club's mission and values, but ultimately strives to achieve the Surf Life Saving NZ vision: "no-one drowns on our beaches".

Key relationships



Qualifications and Skills

- Can communicate effectively.
- Have great inter-personal skills.
- Can be impartial and fair.
- Has good understanding of their role and responsibilities.
- Has knowledge of the operating environment.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Technically competent.
- Active in the club.

Key

- Committee role** (Light green box)
- Role within supporting structure (Light green box)
- Club Members** (Dark green box)
- External Stakeholders (Light yellow box)
- Reporting line (Solid line)
- - - Indicates a relationship (Dashed line)

Role Description for: Lifesaving Coordinator



Responsibilities and Duties

General Responsibilities

- Leads and role models a safe and healthy culture that brings all members together to support the development of lifeguards, future lifeguards, athletes, and the provision of lifeguard services.
- Create an environment for lifesaving excellence.
- Create an annual Lifesaving budget for committee approval.
- Approve, in accordance with the budget, any expenses for the provision of Lifeguarding services.
- Contribute to the Club's Annual Calendar.
- Report any risks or incidents to the Chair

Local Area Representation

- Represent the club on the Local Lifesaving Committee (LLC).

Club Standard Operating Procedures (CSOPs)

- Develop the CSOPs in alignment to SLSNZ National Standard Operating Procedures (NSOPs).
- Deliver and educate lifeguards on the CSOPs.
- Monitor progress/performance against the CSOP and report any issues.

Assets

- Complete a Lifesaving Asset Management Plan.
- Purchase lifesaving equipment as required and in line with the annual budget.
- Ensure lifesaving assets are at, and maintained to, a level appropriate for the demand/need of the Club (within budget constraints).

Lifeguard Award Training

- Appoint a chief instructor and work with them to lead a team of instructors.
- Work with the chief instructor to develop a plan for the SLGA education sessions.
- Work with the Chief Examiner to enrol candidates for exams.

Surf Lifeguard Award, Patrol Support, and IRB Refreshers

- Nominates Assessors for the Surf Lifeguard Award, Patrol Support qualification and IRB Drivers.
- With Assessors set up opportunities for lifeguards and patrol support to refresh their qualifications.
- Ensure lifeguards and patrol support to complete their online refreshers.

Patrol Roster

- Develop and coordinate the seasons volunteer patrol roster.
- Manage and liaise with Patrol Captains.
- Respond to any reports of patrol breaches.
- Ensure patrol teams are assigned with a qualified:
 - first aider, and
 - IRB driver.

Uniforms

- Ensure all new and refreshed lifeguards and patrol support have and wear the correct uniform.

First Aid

- Appoint and oversee the First Aid Officer
- Maintain and purchase first aid equipment

Power-craft: IRB

- Appoint and oversee the Power-craft Officer role

Rookies

- Work with the U14 Nippers coach to deliver a Rookie Lifeguard programme.

Role Description for: Lifesaving Coordinator



Pathways

- Appoint and work with the Pathways Coordinator to:
 - identify membership gaps (pathways) and develop a training programme to address the gaps.
 - Complete course enrolments and follow up with candidates.
 - Promote SLSNZ Online courses.
- Assist with the planning of the Annual Lifesaving Calendar

Lifesaving Events

- Liaise with external groups for water safety (eg. scout groups, Easy Swim, etc.).

Search and Rescue

- Ensure club facility and equipment are available for use by Search and Rescue teams.
- Coordinate/oversee patrol operations deemed as Search and Rescue events.

Communications

- ensure patrol personnel have access to the Surf Patrol App and SiteDocs and monitor entries.
- report any risks or incidents to the Chairperson.
- provide any important media information to the Chairperson.
- submit Rescue of the Month information to the National Lifesaving Manager
- Maintain all social media and post appropriate content on all social media related to your area of the club including comments on all social media posts

Health and Safety

- Ensure SiteDocs is completed before each:
 - patrol by the patrol captain, and
 - SLGA education session by the Head/Lead Instructor.
- Ensure that instructors and assistant instructors over the age of 18 have been police vetted and that they have completed the SLSNZ Safeguarding Children online module.
- Ensure that Patrol Captains and Vice Patrol Captains over the age of 18 have been police vetted and that they have completed the SLSNZ Safeguarding Children online module.

Other

- Delegate but remain accountable for any of the above duties
- Undertake any other activities as required by the Committee.