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## Club Training Officer

**Responsible to:**

Club Chairperson

**Objective:**

The training and accreditation of members

**Reports to:**

Club Lifesaving Officer

**Internal Relationships:**

Patrol Captains

SLGA and IRB Instructors

Club Secretary

**External Relationships:**

SLSNR Training Supervisor

First aid providers

Other club instructors

**Desirable Attributes:**

Organisation skills

Popular natural leader

Experience instructor

Proactive, motivated and focused

Sound communication skills

Approachable and reliable

Awareness of awards/skill development opportunities

Delegation skills

**Key Responsibilities:**

* This is largely and administration role overseeing and supporting club SLGA and IRB instructors in delivering to the management plan and directly identifying skills/award opportunities for members and coordinating for them to attend these courses.
* Organise and run an instructor briefing/workshop (in conjunction with Club Lifesaving Officer)
* Establish Instruction teams both SLGA and IRB training
* Ensure instructors hold required pre-requisites and are issued with instructor packs and relevant material.
* Create training calendar for the season/rosters of instructors
* Identify examination deadlines/timeframes to aim for.
* Identify prospective SLGA and IRB candidates in the club and communicate achieve “buy-in” from them.
* Issue instructors with candidate details and vice-versa
* Target training opportunities at identified lifeguards and to address patrolling deficiencies.
* Visit and motivate all club instructors
* Identify SLGA and IRB Instructors.
* Liaise with Club Lifesaving Officer and First Aid Officer, Powercraft Officer as to the training equipment required and approval of such.
* Maintain tabs on instructors to ensure training is being conducted to plan.
* Liaise with SLSNR Training Supervisor to identify training opportunities available from SLSNR
* Promote SLSNR skills/training course opportunities to the membership of the club
* Liaising with Patrol Captains and Club Lifesaving Officer to identify skills deficiencies within patrols
* Submit report as to progress at monthly committee meetings.
* Update member qualification details on club/SLSNZ database in conjunction with Club Administrator
* Record keeping to hand on to next Club Training Officer