## Club Lifesaving Officer

**Responsible to:**

Club Chairperson

**Objective:**

The Club Lifesaving Officer has the overall responsibility for the club’s operational lifesaving services

**Reports to:**

Club Chairperson

**Internal Relationships:**

Club Chairperson

Club Training Officer

Club Patrol Captains

**External Relationships:**

Surf Life Saving Northern Region Lifesaving Manager

Surf Life Saving Northern Region Lifeguard Supervisor – Volunteer Services

**Responsibilities:**

* Responsible for coordinating all functions associated with the delivery of lifesaving services including the provision of efficient, quality patrols
* Responsible for managing Patrol Captains
* Responsible for reviewing and implementing any directives/policies provided by the Regional or National bodies, e.g. Patrol Operations Manual
* Responsible for reporting at each committee meeting on their area of operation and submitting a written report to the Club Administrator
* Responsible for attending Club Lifesaving Officers briefings run by the Regional body
* Responsible for conducting pre-season briefings with Patrol Captains prior to the season commencement
* Submit an annual report on area of management to the Club Administrator prior to the AGM
* Liaise with Club Chairperson on a regular basis on area of management
* Promotes and nominates members to participate in annual membership development programs and camps
* Conducts a post season review/planning workshop with Patrol Captains and key committee members
* Ensures all patrol and incident reports are entered into the CRM within one week of that patrol occurring
* Promotes the use of Employee Assistance Program (EAP) after critical incidents
* Responsible for ensuring all active lifeguards are refreshed by the 31st of January each season