



## MUDJIMBA SURF LIFE SAVING CLUB INC. CHIEF TRAINING OFFICER – POSITION DESCRIPTION

**ROLE:** To develop a team of specialist coaches / trainers / assessors whose role is to develop personnel to meet the operational needs of the Surf Club and development of Youth

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**RESPONSIBLE TO:** Executive Committee

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### RESPONSIBILITIES AND DUTIES:

- arrange classes of Instruction and prepare all Probationary Members for award examinations;
- arrange a drill roster and deputise other qualified and trainee-Training Officers to assist in the preparation of such Probationary Members;
- arrange for the training and preparation of all Members for inter and intra Club competition as per the Competition Manual;
- maintain an up-to-date knowledge of the latest methods of Surf Life Saving and the Training Manuals and impart such knowledge to all qualified Club Training Officers.
- Chief Training Officer shall hold a current Training Officer's Certificate.

### Other Responsibilities and Duties:

- As per any express provisions made by the Club's Constitution
- Coordinate the training and assessing of all awards for all members of the Club
- Coordinate the distribution of all resources
- Ensure re-qualifications of awards and certificates are completed by the required date and recorded
- Positively support the policies, culture, operation and management of the Club, Surf Life Saving SA and Surf Life Saving Australia
- Ensure all training sessions are efficient
- Ensure re-qualifications of awards / certificates are completed by required date
- Assist with the implementation of all new resources
- Analyse skill mix throughout Club and develop training solutions where needed
- Submit reports to the Club executive committee
- [add any other responsibilities or duties that you see as part of this role]

### KNOWLEDGE AND SKILLS REQUIRED:

- Aware of Occupational Health and Safety Policy
- Must have "Bronze" Medallion
- Have the ability to coordinate and assist members where possible

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Mudjimba Surf Life Saving Club Inc.

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- Good communication skills
- Good understanding of the processes required for gaining awards
- Good organisational skills
- Friendly, positive and enthusiastic