



<b>ROLE</b>	<b>Club Captain</b>
<b>Purpose</b>	The Club Captain's primary role is to assume responsibility for the management of patrol members and ensuring the Club meets its patrol requirements during season.
<b>Responsible to</b>	Executive Committee
<b>Time Commitment</b>	Approx 6 hours per week (may increase at times due to seasonal demand)
<b>Responsibilities &amp; Duties</b>	<ul style="list-style-type: none"> <li>● Roster development, publication and administration</li> <li>● Supervise Patrol Captains to support them and ensure they are effectively managing their patrol teams</li> <li>● Ensure patrol members are supported and are meeting their obligations</li> <li>● Liaise with key office holders to maintain operational preparedness, including the Gear &amp; Equipment Officer, First Aid Officer, IRB Officer, Youth and Member Development Officer and Chief Training Officer</li> <li>● Delegate where appropriate to Club Vice Captain/s</li> <li>● Submit regular reports to the Management Committee</li> <li>● Serve on the Executive Committee</li> <li>● Represent the club on the Sunshine Coast Branch Board of Lifesaving</li> <li>● Send weekly Sufguard SMS reminder to patrolling members</li> <li>● Issue communications* to Patrol Captains, if necessary</li> <li>● Maintain patrol log books</li> <li>● Ensure Radio Room is organised and presented in a manner to maintain operational readiness</li> <li>● Prepare and deliver Senior Club Championships</li> <li>● Oversee End-of-Season celebration and prizes</li> </ul>
<b>Knowledge &amp; Skills Required</b>	<ul style="list-style-type: none"> <li>● SLISA Bronze Medallion</li> <li>● Good understanding of club culture and operations</li> <li>● Ability to organise and delegate tasks</li> <li>● Proficient computer skills</li> <li>● Possess, or have a willingness to obtain, an awareness of Workplace Health &amp; Safety policy</li> <li>● Maintain confidentiality on relevant matters</li> <li>● Can communicate effectively; possess good interpersonal skills</li> </ul>

	<ul style="list-style-type: none"><li>● Positive and enthusiastic</li><li>● Candidates must also be the holder of a current Blue Card</li><li>● Must be a financial member of the Club</li><li>● Contributing to management of budget with treasurer</li></ul>
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