



Director of Lifesaving Position Description

Position	Location	Position Description Completed
Director of Lifesaving	Camden Haven Surf Life Saving Club	10 June 2025
SLS Branch Authority		SLSNSW Authority
SLSNSW Branch Director of Lifesaving		SLSNSW State Director of Lifesaving

PURPOSE STATEMENT

The Club Director of Lifesaving has overall responsibility for the club's lifesaving services.

ROLE AND RESPONSIBILITIES

All Directors of Lifesaving will:

- Administer and organise patrols (rosters, experience/qualification spread)
- Communicate with patrol defaulters to maintain the efficiency of patrols
- Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication, etc)
- Develop and maintain the Club's POM
- Keep a record of member re-qualifications each season - SurfGuard
- Keep a record of members' performances at patrol duties
- Liaise with the Branch Director of Lifesaving
- Manage adherence to requirements as per LSA and SOP (quality assurance)
- Manage, in consultation with others, the annual lifesaving equipment grant (applications and acquittal)
- Ongoing management or service delivery standards and issue resolution
- Oversee the Gear Steward/Powercraft Officer concerning lifesaving gear, ensuring it is well maintained and managed, including the annual gear and equipment inspection
- Provide regular communication and support to PC's and members
- Recommend actions to Club Committee
- Responsible for the conduct of members in the Club
- Submit regular reports to the Club Executive Committee
- Work with Chief Training Officer to address training requirements and deficiencies

ROLE ENTRY REQUIREMENTS

- Be a current, financial member of SLSNSW Club or service.
- Working with Children Check (or willing to obtain)
- NSW drivers' licence

KEY CHALLENGES IN THE ROLE	
<ul style="list-style-type: none"> • Engaging with and educating volunteers who may be resistant to new SLSNSW and SLSNSW Branch processes • Exposure to potentially traumatic incidents, material, and potentially traumatised people • Volunteering flexibly and travelling to attend sites after hours and on weekends as required • Succession planning 	
SELECTION CRITERIA	
ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
<ul style="list-style-type: none"> • Ability to manage own workload and conflicting priorities while consistently adhering to SLSNSW protocols • Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Ability to seek assistance and support when required • Ability to work in a high-pressure environment • Ability to work within a team and delegate tasks appropriately • Basic computer skills • Clear communication skills • High problem-solving ability: analysing available information and choosing the optimal solution 	<ul style="list-style-type: none"> • Knowledge of local, state and national policies, guidelines and standard operating procedures • Knowledge of SLS award structure • Self-awareness in relation to their level of competence and any limitations. • Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation. • Understanding of responsibilities around confidentiality, including its limitations. • Awareness of work, health and safety requirements
PREFERRED QUALIFICATIONS OR EXPERIENCE	
<ul style="list-style-type: none"> • Bronze Medallion or Silver Medallion Beach management 	<ul style="list-style-type: none"> • Team leadership roles
PERSONAL CHARACTERISTICS	
<ul style="list-style-type: none"> • Ability to adapt style • Community-minded • Empathetic • Flexibility • Genuine interest in helping others • Good moral judgement 	<ul style="list-style-type: none"> • Good prioritisation skills • Integrity • Organised • Professional yet affable • Resilient • Self-directed (self-control and management)
KEY STAKEHOLDER RELATIONSHIPS	
<ul style="list-style-type: none"> • SLSNSW Members • Club and Branch Presidents • SLS Club Safety Officer • SLS Club Member Protection Information Officer • Emergency call-out teams 	<ul style="list-style-type: none"> • SLSNSW Member Welfare Officer • SLS Club Complaints Officer • Duty Officers • SLSNSW Branch and SLSNSW authorities • Club Management Team members • Previous and other current holders of the role