



DIRECTOR OF EDUCATION

Reports to: President

Functional Relationships: All Committee Members

External Relationships: SLS SNB
SLS NSW

Key Responsibilities:

- Develop and conduct training programs for members to gain patrol awards.
- Maintain current knowledge of award requirements and up to date training techniques.
- Ensure that all training awards are logged onto Surfguard and paperwork submitted to Surf Life Saving SNB
- Encourage all club members to gain life saving skills and obtain further awards
- Liaise with the club registrar to ensure that the member awards database is kept up to date.
- Promote and assist club trainers in the gaining of training and assessor awards.
- Develop and submit to the committee, a seasonal, calendar training program for various awards
- Assist club with the annual proficiency process for all active members
- Submit to the Committee/Director of Finance any financial budgets covering training equipment repair/replacement.

Desirable Attributes:

- SLSA Training Officer Cert
- Hold a Bronze Medallion
- Maintain effective and efficient records
- Aware of OH&S Policy
- Sound communication skills
- Able to organise and delegate tasks
- Friendly, positive and enthusiastic
- Assessor Units of Competency (preferred)

Meetings: Committee Meetings – Second Tuesday of each month
Branch Education Meetings and report back to Club Committee

Budget Support: Phone costs reimbursed for all club related calls

The Director of Education is elected at the AGM for a two (2) year term each year of an even number
