



Role Profile: Equipment Coordinator

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|---|--|--------------------------|-----|
| Reports To: | Vice President Beach Operations | Director Reports: | NIL |
| WWC Card: | Yes | | |
| Financial Delegation: | Nil | | |
| Club Email Account: | equipment@cbslsc.com.au | | |
| Purpose: | | | |
| <ul style="list-style-type: none"> ▪ To effectively manage and maintain all club equipment to a high standard | | | |
| Responsibilities: | | | |
| <ul style="list-style-type: none"> ▪ Develop and Implement effective equipment movement policies and procedures to track the whereabouts of club equipment while also managing care and usage of club assets. ▪ Assist in the education and training of members in correct equipment usage and maintenance. ▪ Identify areas where maintenance cost can be reduced and implement necessary changes ▪ Develop and implement an effective maintenance schedule for all club equipment. ▪ Maintain club equipment to a high standard and within budget ▪ Ensure all OH&S standards are maintained ▪ Submit reports as required to board of directors ▪ Attend and actively participate and contribute to Beach Management committee meetings | | | |
| Tasks and Objectives: | | | |
| <ul style="list-style-type: none"> ▪ Accidental and incidental equipment damage is eradicated as far as practicable through training and education of members. ▪ Incident/Accident reports are managed in line with club policy. ▪ Maintain club equipment within budget. ▪ Ensure asset registers are maintained as required. ▪ Lifesaving equipment is in a ready state at all times. | | | |
| Code of Conduct: | | | |
| <ul style="list-style-type: none"> ▪ Operate within the rules of SLSA; ▪ Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards; ▪ Resolve conflicts fairly and promptly through established procedures; ▪ Maintain strict impartiality; ▪ Maintain a safe environment for others; ▪ Show concern and caution towards others; ▪ Be a positive role model. | | | |
| Skills and Knowledge: | | | |
| <ul style="list-style-type: none"> ▪ Proficient computer skills ▪ Knowledge and understanding of club culture and operations ▪ Knowledge and understanding of club policies and procedures ▪ Analytical skills ▪ Leadership skills ▪ Good communication skills both verbal and written | | | |