



Volunteer Position Description

Position	Location	Position Description Completed	Revision	Revision date
Director of Administration	Seacliff Surf Life Saving Club	May 2026	Rev.1	25/05/2026

PURPOSE STATEMENT

The Director of Administration works with the Constitution ensuring governance and compliance to meet legal, regulatory and constitutional obligations & will have responsibility for the day-to-day administrative functions of the Club & overall responsibility for the member registrations of the Club and will closely support the President to ensure the effective running of the Club. They will provide leadership oversight, direction and mentorship to the roles and functions aligned within this directorate:

ROLE & RESPONSIBILITIES

The Director of Administration will:

- Call for and receive nominations for committees and other positions for the club Annual General Meeting (AGM)
- Collate and arrange printing of the annual report
- Collect and collate reports from Seacliff SLSC Board of Directors.
- Lead and coordinate the work and activities of the roles that fall within the remit of responsibility of the Director of Administration
- Represent the roles within their area of responsibility at Board level and works collaboratively
- Coordinate annual presentations and awards
- Support delivery of relevant sections of the club management strategic plan
- Support the Board with meeting preparation, agenda setting and minute taking
- Ensure that the public officer of the club carries out their duties and assist them where needed
- Maintain data entry into SurfGuard and ensure records are current
- Manage policy development, review cycles and document control.
- Maintain documentation including (but not limited to) legal documents, constitutions, leases and title
- Oversee day to day administrative systems and processes
- Provide a copy of all major correspondence in and out to the monthly meetings, receiving, recording, responding to and filing correspondence promptly
- Support the Club Board with Annual Club Compliance
- Take minutes of meetings as required and maintain a copy for records
- Coordinate reporting obligations to Surf Life Saving SA as required
- Maintains a list of all key holders of the Club premises including security access and the issue of fobs
- Assist Director of Operations & Director of Finance with Club asset register
- Will promote and represent the Club & members in a positive manner. Adhering to the Club values and act as a positive role model

- Uses the Club’s endorsed platforms to ensure members are provided information relevant to fostering positive opportunities in all areas of the club

ROLE ENTRY REQUIREMENTS

- Be a current financial member of Seacliff SLSC
- Hold a current WWCC and National Police Clearance, (or willing to obtain)
- Strong administration and operational management skills
- Have a sound working knowledge of SLS activities, policies, procedures, guidelines, and related documentation
- Completed or willing to complete the SLS Safer Surf Clubs, SLSA online Leadership and Safeguarding Online awareness training
- Strong IT skills including Microsoft Office suite
- Have a solid understanding of the Club’s operations
- Understand current Life Saving structures at club, state, and national levels
- Demonstrate strong communication and people management skills, with a willingness to take responsibility
- Have leadership experience or be willing to step into a leadership role

KEY CHALLENGES IN THE ROLE

- Engaging with and educating volunteers who may be resistant to new SLSSA processes
- Time management
- Prioritising of conflicting tasks
- Conflicts of interest which may arise
- Delegation of tasks and activities as required
- Coordination of activities for roles in their area of responsibility
- Succession planning

SELECTION CRITERIA

ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
<ul style="list-style-type: none"> • Ability to manage own workload, consistently adhering to SLSSA protocols • Responds appropriately to member enquiries in an effective and empathetic manner creating a supportive environment and building effective relationships. • Seeks assistance and support when required • Ability to work in a high-pressure environment • Works collaboratively within a team and delegate tasks appropriately • Strong IT skills including proficiency with membership management systems (e.g. Surfguard) • Clear and effective verbal and written communication skill 	<ul style="list-style-type: none"> • Knowledge of relevant local, state and national policies, guidelines and procedures available. • 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. • Knowledge of document management & electronic filing

PREFERRED QUALIFICATIONS OR EXPERIENCE

- Possess good organisational and time management skills
- Experience of working in a commercial environment in an administrative/ general management capacity
- Have worked in a leadership capacity and led teams effectively
- Has sound knowledge and experience in governance processes and application
- Can allocate consistent weekly time periods for preparing and managing club correspondence and records
- Can organise and delegate tasks
- Operates with integrity and maintains confidentiality

PERSONAL CHARACTERISTICS

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| <ul style="list-style-type: none"> • Ability to adapt communication and leadership style • Community minded, approachable • Good understanding of all areas of SLS • Flexibility • Genuine interest in helping others • Good moral judgement • Good prioritisation skills | <ul style="list-style-type: none"> • Integrity • Organised • Professional yet affable • Resilient • Self-directed (self-control and management) • Open to change and continuous improvement |
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