



## Volunteer Position Description

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

### PURPOSE STATEMENT

The Director of Education will work with the Seacliff SLSC Constitution and has overall responsibility for the implementation of education, instruction and award training of Seacliff SLSC. This role involves co ordinating a training team to arrange and deliver courses for club members, providing a pipeline of proficient, patrolling member as well as ensuring the club's education resources and assets are up-to-date and effective The ensure the objectives of the Club are met and provide leadership oversight, direction and mentorship to the roles and functions aligned within this directorate.

### ROLE & RESPONSIBILITIES

**The Director of Education will:**

- Oversee the administration and strategic direction of club training, assessments, proficiencies, and required documentation for submission to SLSSA.
- Lead and coordinate trainers across award categories to support skill development and the delivery of member training.
- Work with the Director of Administration to ensure members undertaking awards are registered and financial.
- Work with Communications, the Director of Development, and the Member Representative to ensure new members are introduced to club activities and pathways.
- Work with the Director of Lifesaving to identify qualification gaps, schedule additional courses, and support patrol readiness.
- Coordinate instruction streams such as SRC, Bronze Medallion, IRB, and technical awards to ensure annual proficiencies and award pathways are planned and completed.
- Maintain members' lifesaving education and competence through timely completion of annual proficiencies and progression to higher awards where appropriate.
- Support the training and progression of new and existing members, including SRC, Bronze Medallion, and higher award qualifications.
- Work with the Director of Lifesaving to ensure new members are rostered on patrol and continue developing skills within patrol areas.
- Ensure training equipment is adequately stocked, maintained, and fit for purpose.
- Liaise with SLSSA and other clubs on training requirements and opportunities for collaboration.
- Convene and support trainers to build capability, share experience, and develop new patrol members.
- Prepare and monitor the annual budget for training equipment.
- Provide a summary of qualifications and prepare awards to be presented at the annual awards event.
- Promote and represent the club positively and act as a role model for members.

### ROLE ENTRY REQUIREMENTS

- Be a current, financial member of Seacliff SLSC and holder of the Bronze Medallion
- Hold (or work towards) the SLSA Training Officer's Award

- High level of understanding of SLS award structure and pathways
- Hold a current WWCC & National Police Clearance (or willing to obtain)
- Possesses a good working knowledge of all SLS activities, policies, procedures, guidelines and other relevant documentation
- Completed or willing to complete SLS Safer Surf Clubs, SLSA online Leadership and Safeguarding Online awareness training
- Have a thorough understanding of current Life Saving structures at Club, State & National level.
- Strong communication skills, people management skills and a willingness to accept responsibility

#### KEY CHALLENGES IN THE ROLE

- Engaging with and educating volunteers regarding current best practice and change management
- Risk management in the aquatic environment
- Providing opportunities for learning for all members in an inclusive, supportive environment
- Exposure to potentially traumatic incidents, material, and potentially traumatised people
- Succession planning

#### SELECTION CRITERIA

ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
<ul style="list-style-type: none"> <li>• Ability to manage own workload and conflicting priorities while consistently adhering to SLSSA protocols</li> <li>• Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport</li> <li>• Ability to seek assistance and support when required</li> <li>• Ability to work in a high-pressure environment</li> <li>• Ability to work with a diverse range of members ensuring inclusion &amp; accessibility</li> <li>• Ability to work collaboratively within a team and delegate tasks appropriately</li> <li>• Good IT skills, including email and other relevant platforms (including Surf Guard)</li> <li>• Clear and effective communication skills</li> <li>• High problem-solving ability: analysing available information and choosing the optimal solution</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local, state and national policies, guidelines and standard operating procedures</li> <li>• Knowledge of SLS award structure</li> <li>• Self-awareness in relation to their level of competence and any limitations.</li> <li>• Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation.</li> <li>• Understanding of responsibilities around confidentiality including its limitations.</li> <li>• Awareness of work, health and safety requirements</li> </ul>

#### PREFERRED QUALIFICATIONS OR EXPERIENCE

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| <ul style="list-style-type: none"> <li>• Bronze Medallion or Silver Medallion Beach management</li> <li>• Hold a number of SLSSA awards</li> <li>• Good communication &amp; people management skills</li> <li>• Ability to encourage participation, in still confidence and the integrity of the awards</li> </ul> | <ul style="list-style-type: none"> <li>• Cert IV training and assessment (desirable but not essential)</li> <li>• Experience of working in a training, educational or teaching setting.</li> <li>• Team leadership roles</li> </ul> |
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#### PERSONAL CHARACTERISTICS

<ul style="list-style-type: none"><li>• Ability to adapt style and be collaborative</li><li>• Community minded</li><li>• Reliable and accountable</li><li>• Genuine interest in helping others</li><li>• Good moral judgement</li><li>• Good prioritisation skills</li><li>• Adaptable</li><li>• Open to change and continuous improvement</li></ul>	<ul style="list-style-type: none"><li>• Integrity</li><li>• Highly Organised</li><li>• Professional yet affable</li><li>• Calm under pressure</li><li>• Approachable and empathetic</li><li>• Self-directed (self-control and management)</li><li>• Calm and composed</li><li>• Passion for lifesaving education</li></ul>
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