



Volunteer Position Description

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

PURPOSE STATEMENT

The Director of Lifesaving works within the Constitution to lead and oversee all lifesaving operations at Seacliff SLSC, ensuring patrols are safe, effective and fully compliant with SLSA and SLSSA standards. The role is responsible for the strategic direction, operational coordination and cultural health of the Club's patrol program — fostering a high-performing, inclusive patrol culture where members feel supported and engaged. Through strong leadership, timely reporting and active mentoring across the directorate, the role ensures that lifesaving services at Seacliff SLSC reflect the professionalism, teamwork and community commitment that defines the surf lifesaving movement.

ROLE & RESPONSIBILITIES

The Directors of Lifesaving will:

- Oversee the effective delivery of the Seacliff SLSCs patrol operations, ensuring all processes meet SLSSA requirements.
- Negotiate and authorise the Lifesaving Service Agreement (LSA) in the best interest of public safety, the community and the Seacliff Surf Life Saving Club, in conjunction with SLSSA.
- Coordinate pre-season planning, rostering, and patrol capability, continually ensuring patrols are appropriately staffed, supported, and equipped throughout the season.
- Monitor patrol performance, attendance, compliance, and member engagement.
- Provide input in strategic development and planning to the Board regarding life saving
- Ensure timely submission of patrol and water safety logs, incident reports, and Surf Guard records.
- Have a good understanding & awareness of all relevant SLSA policies, guidelines and processes and ensure the compliance within all areas of the club
- Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc)
- Liaise with the Director of Education and keep a record of member re-qualifications required each season, ensuring all patrol members are proficient within required timeframes
- Will convene & chair the patrol subcommittee for input and communication
- Manage, in consultation with others, the annual lifesaving equipment grant (applications and acquittal)
- Check & maintain patrol equipment to ensure availability and compliance with SLSA standards
- Prepare and submit annual budget & work within & report on the outcomes
- Prepare and submit monthly reports to the Board regarding patrolling status of the Club, making recommendations as required
- Ensure Seacliff meets SLSSA requirements for carnival support
- Will promote and represent the Club & members in a positive manner and act as a positive role model
- Lead and support the Patrol Captains, Junior Water Cover Captains and lifesaving volunteers to create a respectful, safe, and cohesive team.
- Provide relevant and clear communication to members regarding patrols on a regular basis

- Use the club’s communication channels to ensure patrolling members are up to date and have access to relevant and required information
- Provide mentoring, set clear expectations, and maintain regular communication across patrol teams.
- Promote member development and training opportunities in partnership with the Director of Education.
- Work collaboratively with the Development Directors of Development, Education and Surf Sports to support water safety needs for programs and events.

Equipment & Readiness

- Work with IRB Captain to ensure all lifesaving equipment is maintained, compliant, and ready for use.
- Oversee lifesaving equipment and gear audits/servicing as required by SLSSA & ensure Surf Guard is updated regularly.
- Contribute to equipment planning and budgeting in line with operational needs.

Liaison & Communication

- Be the main point of contact for lifesaving-related communications with SLSSA, local authorities, community organisations and other surf lifesaving clubs.
- Communicate patrol and operational information clearly and regularly to members.
- Represent Seacliff SLSC at SLSSA lifesaving forums, workshops, or training events as needed.

ROLE ENTRY REQUIREMENTS

- Be a current, financial member of Seacliff SLSC and holder of the Bronze Medallion & other awards
- Good understanding of all areas within lifesaving at club, state and national level
- Hold a current WWCC & National Police Clearance (or willing to obtain)
- Will have a good working knowledge of all SLS activities, patrolling awards, policies, procedures, guidelines and other relevant documentation
- Attend monthly Seacliff SLSC Board meetings
- Coordinate preseason planning (approx. August–October)
- Support patrol operations and issue resolution throughout the patrol season (October–April)
- Participate in major club events or special event patrols as needed
- 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, Club, State & National
- Excellent communication skills, people management skills and a willingness to accept responsibility

KEY CHALLENGES IN ROLE

- Engaging with and educating volunteers regarding current best practice and change management
- Risk management in the aquatic environment
- Exposure to potentially traumatic incidents, material, and potentially traumatised people
- Succession planning

REQUIRED SKILLS & QUALIFICATIONS

ESSENTIAL SKILLS

DESIRABLE SKILLS/ KNOWLEDGE

<ul style="list-style-type: none"> • Financial member of Seacliff SLSC and holds a Bronze Medallion and preferably Silver Medallion. • Demonstrated knowledge of patrol operations and SLS policies and SOPs • Strong leadership, organisational, and communication skills • Ability to work collaboratively with volunteers across all age groups • Good understanding of use of communication methods including email and Surf Guard • Ability to manage own workload and conflicting priorities while consistently adhering to SLSSA protocols • Responds appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Seeks assistance and support when required • Can work in a high-pressure environment • Works collaboratively within a team and delegate tasks appropriately • Good computer skills, including emails and other relevant platforms (Surf Guard) • Clear communication skills • High problem-solving ability: analysing available information and choosing the optimal solution 	<ul style="list-style-type: none"> • Experience as Patrol Captain, Vice-Captain, or equivalent leadership position • Familiarity with Surf Guard and SLS systems • Understanding of the Seacliff SLSCs structure and operations • Ability to respond calmly and effectively to operational issues or member concerns • 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
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PREFERRED QUALIFICATIONS OR EXPERIENCE

<ul style="list-style-type: none"> • Holder of several lifesaving qualifications (Silver Medallion Beach Management, SMAR, ART, IRB Driver) • Involvement in incident management, search and rescue operations or emergency response within a surf lifesaving context • Previous experience in a club leadership, committee or coordination role — understanding how a volunteer organisation functions • Demonstrated commitment to the surf lifesaving movement over multiple seasons, reflecting genuine investment in the mission rather than just the role

PERSONAL CHARACTERISTICS

<ul style="list-style-type: none"> • Ability to adapt style and be flexible • Community minded • Reliable and accountable • Genuine interest in helping others • Good moral judgement • Good prioritisation skills • Collaborative, willing to engage others to achieve goals • Open to change and continuous improvement 	<ul style="list-style-type: none"> • Integrity • Highly Organised • Professional yet affable • Calm under pressure • Self-awareness – insight into competence • Self-directed (self-control and management) • Strong influencing skills
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