



Volunteer Position Description

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

PURPOSE STATEMENT

The Director of Operations will work with the Constitution & have overall responsibility for the operational function of the Club, ensuring Seacliff SLSC operates safely, sustainably and to a high standard by overseeing the physical infrastructure, equipment, and operational systems that underpin every activity the Club runs.

The role contributes to the Club's strategic planning, annual budget process and capital works planning, supporting the Club's insurance obligations by ensuring accurate asset records and prompt incident reporting. They will provide leadership oversight, direction and mentorship to the roles and functions aligned within this directorate.

ROLE & RESPONSIBILITIES

Governance, reporting and operational leadership

- Report to the Board at each scheduled meeting on the status of maintenance, WHS, equipment and operational matters escalating material risks, safety incidents or significant expenditure items to the Board promptly
- Maintain clear and accessible electronic records for all areas of responsibility including maintenance logs, asset registers, incident reports and contractor agreements
- Lead and coordinate the work and activities of the roles that fall within the remit of responsibility of the Director of Operations engaging with the relevant sub committees notably: Support delivery of relevant sections of the club Board strategic plan
- Provide a draft annual budget to the Director of Finance & report on the outcomes
- Prepare a monthly report to the Board
- Represent the Club and its members positively and serve as a strong role model.

Work health, safety and environment within the club

- Develop, maintain and review the Club's WHS policies, procedures and risk registers in line with relevant legislation and SLSA requirements, ensuring all WHS obligations are met across the club
- Implement and maintain asset and equipment registers to ensure compliance and member safety
- Communicate to members in a timely manner regarding WHS&E issues
- Conduct or coordinate regular safety inspections of all Club facilities and equipment
- Manage incident and near-miss reporting, investigation and corrective action processes
- Liaise with the Bistro Operator to ensure compliance with EWH&S requirements in shared or adjoining spaces.
- Ensure the downstairs area is maintained to a safe and presentable standard at all times

Building & Maintenance

Chair and liaise with the building and maintenance subcommittee to:

- Develop and manage a planned preventative maintenance schedule for the club
- Coordinate reactive maintenance and repairs in a timely and cost-effective manner, engaging qualified contractors where required
- Effectively manage relationships with contractors, tradespeople and service providers — including obtaining council approval, quotes, overseeing work and verifying completion
- Maintain a register of all assets, fixtures and infrastructure, including condition assessments and expected replacement timelines

- Ensure the clubhouse and all facilities comply with relevant building codes, fire safety requirements and council obligations, maintaining building records as required.
- Prepare and manage the maintenance budget in conjunction with the Director of Finance, managing the schedule of works, repairs or maintenance
- Provide recommendations to the Board regarding capital works, facility improvements and investment in infrastructure

Downstairs Operation and vehicle management

Working with the Gear Steward to:

- Oversee the day-to-day management, organisation and presentation of the downstairs craft storage area, ensuring craft is stored safely and logically so it can be accessed efficiently
- Coordinate with the Director of Education, Lifesaving and Surf Sports on equipment priorities and seasonal requirements.
- Oversee any modifications, shelving, racking or infrastructure improvements required in the storage area.
- Maintain a comprehensive, up-to-date register of all Club equipment, trailers and vehicles,
- Work with the Director of Finance to ensure all trailers and vehicles are registered, roadworthy, insured and maintained in accordance with legislative and manufacturer requirements.
- Coordinate servicing, repairs and inspections for all trailers and vehicles.
- Identify and report equipment that is unserviceable, unsafe or approaching end of life, and recommend repair or replacement.
- Manage the procurement of new equipment in conjunction with the Director of Finance and relevant operational directors.
- Oversee cleaning arrangements for the downstairs area, co ordinating rosters and clearly communicating expectations.

Environmental Initiatives

Chair the environment subcommittee supporting them to develop and implement an environmental sustainability plan for the Club's operations

- Identify and pursue opportunities to reduce energy consumption, water use, waste and single-use plastics across Club facilities
- Manage the Club's recycling, waste disposal and any relevant environmental compliance obligations
- Engage members and volunteers in environmental awareness and stewardship initiatives

ROLE ENTRY REQUIREMENTS

- Be a current, financial member of Seacliff SLSC & holder of the Bronze Medallion
- Hold a current WWCC & National Police Clearance (or willing to obtain)
- Will have a good working knowledge of all SLS activities, policies, procedures, guidelines and other relevant documentation (with assistance from other board members)
- Good working knowledge of Microsoft Office, Surf guard and other platforms used by Seacliff SLSC
- 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
- Good communication skills, people management skills and a willingness to accept responsibility

KEY CHALLENGES IN THE ROLE

- Engaging with and educating volunteers who may be resistant to new SLSSA processes
- Ensure tasks are undertaken in a timely manner to meet any relevant deadlines (ie: renewals, reporting requirements etc)
- Managing a broad portfolio

- Maintaining good governance through effective record keeping
- Succession planning – Document all activities to enable succession, ensuring clear communication.

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 members requiring support, using conversational skills to create a supportive environment and develop rapport ● Seeks assistance and support when required ● Ability to work in a high-pressure environment ● Ability to work collaboratively within a team and delegate tasks appropriately ● Good IT skills, use of email & other relevant platforms including Surf Guard ● Effective document management & electronic filing ● Clear and effective communication skills ● Innovative and willing to test new ideas 	<ul style="list-style-type: none"> ● Knowledge of relevant local, state and national policies, guidelines and procedures available. – Club assisted ● 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. Club/state centre courses available to assist ● Understanding of responsibilities around confidentiality including its limitations. ● Working knowledge of WHS legislation and obligations relevant to a community sporting club environment ● Practical understanding of building and facilities maintenance — sufficient to brief contractors, assess work quality and identify emerging issues ● Experience with asset and equipment management including registers, service scheduling and condition monitoring

- Experience in operations, facilities or project management management, or club administration, particularly in a community or volunteer-based environment.
- Demonstrated leadership and team coordination skills across diverse volunteer portfolio
- Familiarity with Surf Life Saving requirements, operations, standards, and compliance frameworks.
- Strong communication and conflict resolution skills, with the ability to enforce rules tactfully.
- Ability to prioritise tasks in high-pressure or competing-demand environments.
- Previous experience managing WHS, asset management, or risk registers.
- Confidence in dealing with stakeholders at various levels, including Board members, Council, sub-committees, and club members.
- Flexibility to respond to urgent or unplanned issues that may arise in day-to-day operations.
- A proactive approach to problem-solving and continuous improvement.
- Availability to attend meetings, provide robust written reports, communicating clearly

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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