



## Volunteer Position Description

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

### PURPOSE STATEMENT

The Director of Sport will work within the guidelines of the Seacliff SLSC Constitution to have overall responsibility for the organisation, administration and coordination of all surf sports activities, ensuring Seacliff SLSC is well represented in SLSSA, interstate & SLSA surf sports competitions. They will provide leadership oversight, direction and mentorship to the roles and functions aligned within this directorate:

### ROLE & RESPONSIBILITIES

#### The Directors of Sport will:

- Have overall responsibility for the operational and strategic aspects of competition of the Seacliff SLSC, leading and coordinating the work and activities of the roles that fall within the remit of responsibility of the Director of Administration
- Provides input into the overall strategic plan in regard to surf sports
- Liaise with and support the area coaches of each discipline
- Assist with implementation of training programs for all disciplines of surf sport
- Communicate to members regarding events, competitions, training opportunities & any minimum requirements as required
- Chair and convene the Competition selection sub committee
- Be responsible for all entries & administration of surf sports activities
- Provide carnival and entry information to members in a timely manner through the communication platform to ensure entry into carnivals both local, interstate and national
- Co Ordination and appointment of officials, volunteers and team managers & ensure the Club meets all requirements for surf sports events as required.
- Liaise with Coaching Coordinator & together appoint coaches, endorsed by the Board, and ensure all information relating to coaching accreditation and mandatory checks and upskilling of coaches is maintained.
- Coordination of Coaching Structure including qualification and requalification
- Liaise with Director of Instruction to ensure that all members entered for competition are proficient
- Liaise with Director of Administration to ensure all members entering competitions are registered & financial
- Liaise with Director of Finance to ensure all entry fees for carnivals are paid on time and in full
- Foster a collaborative working relationship across local clubs, SLSSA and SLSA
- Actively encourage and promoting the recruitment of members as competitors, officials and team managers.
- Prepare & submit an annual budget to the Director of Finance for craft or other competition requirements as well as craft requirements (& maintenance) on behalf of the Club
- Submit regular reports and updates to the Board as required
- Maintain a record of all members performance & results at all inter-club competitions
- Work within budget to implement & achieve outcomes for all competitors and disciplines in the surf sport area

- Be aware of and involved in decisions arising from the Surf Sports Academy
- Will promote and represent the Club & members in a positive manner and act as a positive role model
- Provide an overview of surf sports activities and achievements at the annual Club presentation event

### ROLE ENTRY REQUIREMENTS

- Be a current, financial member of Seacliff SLSC and holder of the Bronze Medallion
- High level of understanding of SLS competition structure, events and pathways
- 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
- To have been or is currently a surf sports competitor
- Some level of coaching experience
- Completed or willing to complete SLS Safer Surf Clubs, SLSC online Leadership and Safeguarding Online awareness training
- Possess a good working knowledge of the Club and Association structure at all levels.
- Good 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
- Peak season workload
- Encouraging participation and supporting members in all aspects of surf sports
- Athlete engagement and participation
- Exposure to potentially traumatic incidents, material, and potentially traumatised people
- Promoting self-service of entry systems to members
- Use of Live heats, Surf guard and other entry systems
- Consideration of succession planning to ensure the club is well positioned to provide members with opportunities and experiences in all aspects of surf sports

### SELECTION CRITERIA

ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
<ul style="list-style-type: none"> <li>• Can manage own workload and conflicting priorities while consistently adhering to SLSSA protocols</li> <li>• Responds to tight deadlines in a timely manner relation to carnival entries and preparation of teams.</li> <li>• Responds appropriately to members requiring support, using effective and empathetic communication and conversational skills to create a supportive environment and develop rapport</li> <li>• Seeks assistance and support when required</li> <li>• Ability to work in a high-pressure environment</li> <li>• Works collaboratively within a team and delegates tasks appropriately</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 Surf Sports Manual</li> <li>• Self-awareness in relation to 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>

<ul style="list-style-type: none"> <li>• Strong administration and IT skills, (Surf Guard, Live Heats &amp; Team App and MS packages)</li> <li>• Strong interpersonal skills including written and verbal communication</li> <li>• High problem-solving ability; analysing available data and information and choosing the optimal solution</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of key challenges in relation to surf sports at both local and national level.</li> <li>• Knowledge of SLSSA and club strategic planning</li> </ul>
<b>PREFERRED QUALIFICATIONS OR EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>• Experienced competitor</li> <li>• Understanding of SLS events and structure</li> <li>• SLSA Coaching or officiating qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership experience or qualification</li> <li>• Administration background</li> <li>• Open to change and continuous improvement</li> </ul>
<b>PERSONAL CHARACTERISTICS</b>	
<ul style="list-style-type: none"> <li>• Ability to adapt communication and leadership style</li> <li>• Community minded, approachable</li> <li>• Good understanding of all areas of SLS</li> <li>• Collaborative</li> <li>• Genuine interest in helping others</li> <li>• Good moral judgement</li> <li>• Good prioritisation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Integrity and ability to remain impartial</li> <li>• Organised and detail-oriented</li> <li>• Professional yet affable and approachable</li> <li>• Resilient</li> <li>• Self-directed (self-control and management)</li> <li>• Open to change and continuous improvement</li> </ul>

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