

JOB DESCRIPTION – COMMUNICATION OFFICER

Responsible to: Club Captain

Time Commitment: 2-5 hours per week

RESPONSIBILITIES AND DUTIES

- Pre-season servicing/programming check of all radios
- Ongoing coordination of radio servicing/repair
- Manage adherence to programming requirements and radio best practice
- Recommend the purchase and replacement of club radios and radio-bags to Club Committee
- Support and promote radio procedure information and training (in consultation with the Chief Training Officer)
- Provide regular communication to Club Captain and Patrol Captains
- Provide monthly reports to Club Committee on radio operations
- Represent Club at Branch and/or SLSQ on radio operations
- Adhere to Club/Branch & Surf Lifesaving Queensland Policies and Procedures including Code of Conduct
- Positively support the policies, culture, operation and management of the Club, Branch, SLSQ and SLSA

Knowledge and Skills Required

- SLSA Radio Operators Certificate
- Active patrol experience
- Awareness of SLSQ Standard Operating Procedure's (radio related)
- Possess good communication and interpersonal skills
- Friendly and approachable
- Good understanding of club culture and operations
- Have a good working knowledge of the constitution, good corporate governance, rules and the duties of all office holders and subcommittees