

## Position Description: IRB / Vehicle Coordinator

<b>Club Purpose</b>	To prevent drowning and injury at Whiritoa Beach	
<b>Club Values</b>	<ul style="list-style-type: none"> <li>▪ Treat others as you would like to be treated</li> <li>▪ Everyone's contribution and ideas are valuable</li> <li>▪ Communicate openly, honestly and with respect</li> <li>▪ Positive feedback motivates others</li> <li>▪ Respect the facilities and equipment provided</li> <li>▪ Respect and grow the club's positive image in the community</li> </ul>	
<b>Description</b>	Responsible for all aspects of the Clubs IRB's and vehicles	
<b>Reports to</b>	<ul style="list-style-type: none"> <li>▪ Lifeguard Sub-Committee</li> </ul>	
<b>Relationships</b>	<ul style="list-style-type: none"> <li>▪ Committee</li> <li>▪ Club Sub-Committees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club members</li> <li>▪ SLSNZ Club Development Officer</li> </ul>
<b>Desirable attributes</b>	<ul style="list-style-type: none"> <li>▪ IRB passion and experience</li> <li>▪ Excellent communication skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Well organised</li> </ul>
<b>Key duties as a sub-committee member</b>	<ol style="list-style-type: none"> <li>1. Actively promote Health and safety</li> <li>2. Assist in the development and implementation of the Club Strategic Plan</li> <li>3. Assist the development and implementation of the Club calendar and budget</li> <li>4. Be a role model for Club members</li> <li>5. Ensure the Sub- Committee receives timely and accurate information</li> <li>6. Respond to Committee correspondence in a timely manner</li> <li>7. Attend all Sub-Committee meetings either in person or remotely</li> <li>8. Report any risks or incidents to the Chairperson of either the Club Committee or Lifeguard Sub-Committee</li> <li>9. Provide any important media information to the Chairperson of either the Club Committee or Lifeguard Sub-Committee</li> <li>10. Liaise with the members to ensure their interests are upheld</li> </ol>	
<b>Key duties of this position</b>	<ol style="list-style-type: none"> <li>1. Contribute to the development and implementation of the Club calendar and budget</li> <li>2. Work with Lifesaving Director to ensure IRB needs are captured in Annual Training and Development activities</li> <li>3. Monitor use and allocation of IRB's</li> <li>4. Ensure IRB's and vehicles are maintained</li> <li>5. Ensure vehicles and road trailers comply with legal requirements</li> <li>6. Ensure adequate supply of consumables to effectively carry out routine repairs</li> <li>7. Ensure patrols are instructed and monitored on care and maintenance of the IRB's and vehicles</li> <li>8. Prepare IRB Racing Team for competition in conjunction with the Lifeguard Director</li> <li>9. Delegate but remain accountable for any of the above duties</li> <li>10. Undertake any other activities as required by the Club Committee</li> </ol>	