

## Position Description: Training 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 promoting and registering candidates for regional programs and assisting Patrol Captains and Instructors with administration for Trainings.	
<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>▪ Club Committee</li> <li>▪ Lifeguard Sub-Committee</li> <li>▪ Patrol Captains</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club Instructors &amp; Examiners</li> <li>▪ Club members</li> <li>▪ SLSNZ Club Development Officer</li> </ul>
<b>Desirable attributes</b>	<ul style="list-style-type: none"> <li>▪ Lifeguarding passion and experience</li> <li>▪ Excellent communication skills</li> <li>▪ Well organised</li> </ul>	<ul style="list-style-type: none"> <li>▪ Able to manage people</li> <li>▪ Planning skills</li> </ul>
<b>Key duties as a 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 Club Committee receives timely and accurate information</li> <li>6. Respond to Club Committee correspondence in a timely manner</li> <li>7. Attend all Committee meetings either in person or remotely</li> <li>8. Report any risks or incidents to the Chairperson of the Club Committee or Lifeguard Sub-Committee</li> <li>9. Provide any important media information to the Chairperson of 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. Actively promote Regional and Local training events and courses to wider membership</li> <li>2. Identify membership gaps (via the Membership Calculator) with the Lifesaving Director and develop a training programme to address the gaps and link them into the Annual Calendar</li> <li>3. Assist with the Development of the Clubs POM in conjunction with Lifeguard Director</li> <li>4. Report to the Committee on the progress/performance on the training program</li> <li>5. Ensure Training assets are at, and maintained to, a level appropriate for the demand/need of the Club (within budget constraints)</li> <li>6. Ensure paper work for qualifications and refreshers is updated to the member data base.</li> <li>7. Undertake any other activities as required by the Lifeguard Sub- Committee</li> </ol>	