

Position Description: First Aid Officer

Club Purpose	To prevent drowning and injury at Whiritoa Beach	
Club Values	<ul style="list-style-type: none"> ▪ Treat others as you would like to be treated ▪ Everyone's contribution and ideas are valuable ▪ Communicate openly, honestly and with respect ▪ Positive feedback motivates others ▪ Respect the facilities and equipment provided ▪ Respect and grow the club's positive image in the community 	
Description	Responsible for maintaining First Aid supplies as per the Clubs Patrols Operation Manual (POM)	
Reports to	<ul style="list-style-type: none"> ▪ Lifeguard Sub-Committee 	
Relationships	<ul style="list-style-type: none"> ▪ Club Committee ▪ Lifeguard Sub-Committee 	<ul style="list-style-type: none"> ▪ Club members ▪ First Aid Suppliers
Desirable attributes	<ul style="list-style-type: none"> ▪ Lifeguarding passion and experience ▪ First Aid knowledge and skill ▪ Excellent communication skills 	<ul style="list-style-type: none"> ▪ Able to manage people ▪ Planning skills ▪ Well organised
Key duties as a committee member	<ol style="list-style-type: none"> 1. Actively promote Health and safety 2. Assist in the development and implementation of the Club Strategic Plan 3. Assist the development and implementation of the Club calendar and budget 4. Be a role model for Club members 5. Ensure the Sub-Committee receives timely and accurate information 6. Respond to Club Committee correspondence in a timely manner 7. Attend all Sub-Committee meetings either in person or remotely 8. Report any risks or incidents to the Chairperson of either the Club Committee or the Lifeguard Sub-Committee 9. Provide any important media information to the Chairperson of either the Club Committee or Lifeguard Sub-Committee 10. Liaise with the members to ensure their interests are upheld 	
Key duties of this position	<ol style="list-style-type: none"> 1. Ensure first aid equipment and assets are at, and maintained to a level appropriate for the demand/need of the Club (within budget constraints) and to POM standards 2. Assist with the Development of the Clubs POM in conjunction with Lifeguard Director 3. Report to the Sub-Committee stocktakes and requirements. 4. Assist with the training of equipment and procedures as per POM and Health and Safety Register 5. Undertake any other activities as required by the Lifeguard Sub- Committee 	