



Position Description - draft

Title:	Chief Instructor
About:	Coordinate all the training activities within the Club. This includes program planning; assisting trainers and assessors with running courses; and recruiting participants.
Reports to:	President
Responsibilities:	<ul style="list-style-type: none">• Develop Club training plan and calendar with Education team and Club Captain• Ensure Club Education Plan meets requirements.• Be responsible for classes of instruction in the methods of surf life saving as set down in the manuals of Surf Life Saving Australia.• Arrange all training for members wishing to obtain Association awards.• Arrange for Club members for examination of Association awards.• Ensure proficiency of all active members.• Work with Education administrator to ensure they are managing to get their tasks done.• Promote TAFs within roles and encourage development of new TAFs.• Ensure TAFs are complying with Academy policies and procedures.• Handle complaints in accordance with Academy policies and procedures.• Review all training course reports and participant evaluations and discuss results with Education team as needed.• Must be the Club representative at all Branch Board of Education meetings and Association seminars on education and report back to the Management Committee on issues relevant to the Club.• Undertake any agreed task assigned by the President or the Management Committee.• Be prepared to attend as far as possible, all Management Committee and Lifesaving Committee and Education Sub-Committee meetings of the Club.• Prepare an annual report.
Committees:	<ul style="list-style-type: none">• Be a member of the Management Committee, Lifesaving Committee, Education Sub-Committee.• Be the Chair of the Education Sub-Committee.
Qualifications:	<ul style="list-style-type: none">• Be a member of Whale Beach Surf Life Saving Club Inc.• Background in training and assessing.
Skills:	<ul style="list-style-type: none">• Ability to effectively coordinate volunteers.• Ability to communicate clearly.• Act as a role model and mentor for club members.• Able to lead a team and effectively delegate tasks.• Good understanding of club culture and operations.• Strong time management and organisational skills.
Date:	7 July 2016