



Position Description - draft

Title:	Gear Steward
About:	Looks after the condition and storage of club lifesaving gear and equipment except as elsewhere provided for.
Reports to:	Club Captain
Responsibilities:	<ul style="list-style-type: none">• Coordinate the correct assembly of gear and equipment for patrol use.• Coordinate the maintenance and repair of gear and equipment.• Responsible for the security and return of all gear and equipment.• Supervise the relocation of gear and equipment to alternative venues.• Ensure correct record of equipment with SurfGuard and coordinates presentation of gear for annual SLSA Gear Inspection.• Repair and replacement with new gear under the direction of the Management Committee.• Organises stock and distribution of uniforms as required.• Submit regular reports to the club Lifesaving Committee.• Undertake any agreed task assigned by the President or the Management Committee.• Undertake any agreed task assigned by the Club Captain or the Lifesaving Committee.• Be prepared to attend as far as possible, all Lifesaving Committee meetings of the Club.• Prepare an annual report.
Committees:	<ul style="list-style-type: none">• Be a member of the Lifesaving Committee
Qualifications:	<ul style="list-style-type: none">• Be a member of Whale Beach Surf Life Saving Club Inc.• Be an Active, Reserve Active or Life Member.
Skills:	<ul style="list-style-type: none">• Able to lead a team and effectively delegate tasks.• Good understanding of club culture and operations.• Strong time management and organisational skills.• Ability to effectively coordinate volunteers.• Ability to communicate clearly.
Date:	7 July 2016