



## Position Description - draft

**Title:** House Captain

**About:** Supervise use of Club premises.

**Reports to:** Property Officer

**Responsibilities:**

- Has responsibility and authority to ensure good conduct of members while at Club according to Club By-Laws.
- Ensure cleanliness of the premises and security of the building.
- Be responsible for internal maintenance of the Club premises, fixtures, fittings and equipment.
- Provide an initial point of contact for the Club to the public and potential hirers of the members lounge and BBQ deck.
- At all times be conscious and responsible for the safety of all persons entering the Club premises.
- Undertake any agreed task assigned by the President, Property Officer or the Management Committee.
- Be prepared to attend as far as possible, all Property Committee meetings of the Club.

**Committees:**

- Be a member of the Property Committee.

**Qualifications:**

- Be a member of Whale Beach Surf Life Saving Club Inc.
- Be an Active, Reserve Active or Life Member.

**Skills:**

- Ability to effectively coordinate volunteers.
- Act as a role model and mentor for club members.
- Strong time management and organisational skills.
- Ability to work unsupervised and be self-motivated.

**Date:** 7 July 2016