

## **CLUB VICE CAPTAIN(S)**

**Responsible to:** Club Captain and Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Exercise Club Captains role in the absence of the Club Captain or if they are unwilling to act
- Assist and support the Club Captain in their duties by working as a team
- Attend patrol start/changeover/finish as rostered by the Club Captain
- Undertake specific duties of the Club Captains role as assigned by the Club Captain
- Submit regular reports to the Club Captain in relation to assigned duties
- Develop skills/attributes and understanding of the Club Captain role (succession planning)

### **KNOWLEDGE AND SKILLS REQUIRED**

- SLSA Bronze Medallion
- Good understanding of Club culture and operations
- Ability to organise and delegate tasks
- Proficient computer skills and administration
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Positive and enthusiastic