

PROFICIENCIES CO-ORDINATOR

Responsible to: Chief Training Officer and Management Committee

RESPONSIBILITIES AND DUTIES

- Organise and set calendar dates and times for proficiencies for all patrolling and competition members covering all applicable awards. SRC\Bronze\Radio, wet&dry, IRB driver and crew, Gold Medallion, Spinal Management and ARTC (include signals and radio to cover dry component of Bronze, should be first proficiency run in the season).
- Schedule all proficiencies for prior to December to ensure completion before 30th December each season.
- When setting proficiency dates we must work with the members, their groups and commitments. The following should be considered:
 - Competitors \ Nipper Parents – run a wet proficiency as part of Sunday Morning Events prior to nippers, run the dry component during nippers.
 - Boaties – liaise with the Boat Captain and organise them as a group to be at one of the proficiency dates.
 - General Patrol – set proficiencies 1 hour before AM patrol starts and 10 minutes after changeover to cover the 2 patrols, wet and dry run simultaneously with 2 small groups. Utilize patrol roster to cover all patrols.
- Ensure that information on proficiency dates and times is sent to all applicable members at the start of the season and reminders throughout the season.
- Organise booking system to manage number of candidates booked v assessors so as to manage proficiencies effectively.
- Hand completed proficiency information to CTO to enter into surfguard.

KNOWLEDGE AND SKILLS REQUIRED

- Hold a Bronze Medallion
- Proficient computer skills and administration
- Ability to organise and delegate tasks
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic