



Position Description Title: **Club Captain** ([clubcaptain@isisc.org.au](mailto:clubcaptain@isisc.org.au))

Organisation/Structure: Inverloch Surf Lifesaving Club (the Club) - Senior Leadership Team (SLT)

Reports to: Director Lifesaving Operations.

#### Summary:

The Club Captain is an operational leader, overseeing and coordinating various activities to ensure the efficient and effective functioning of Beach Operations. This role requires strong leadership, excellent communication skills, and a commitment to promoting a positive club culture.

#### Responsibilities:

- Conduct and control all patrols, ensuring the safety of members and beachgoers.
- Schedule patrols and create patrol duty rosters before the start of each season.
- Assist the nippers coordinator in organising and ensuring the safe running of junior activities.
- Oversee the gear steward to ensure proper maintenance of lifesaving equipment.
- Ensure an adequate number of members are available for patrol duties.
- Communicate with patrol defaulters to maintain the efficiency of patrols.
- Maintain records of member re-qualifications each season.
- Keep a record of members' performances during patrol duties.
- Submit regular reports to the club executive committee regarding patrol activities and updates.
- Maintain confidentiality on relevant club matters.
- Communicate effectively with all club members, fostering positive relationships.
- Support the development of all club members by acting as a role model and mentor.
- Demonstrate a good understanding of club culture and operations.

#### Qualities:

- Bronze Medallion: The candidate must have completed the Bronze Medallion course, which provides skills and knowledge in patrolling and surf awareness for participation in lifesaving operations.
- National Leadership College: Participation in this program is ideal for individuals transitioning into leadership roles within their clubs (optional).
- SLSA Leaders Masterclass: Completing this program is ideal for enhancing leadership skills for the club environment. (optional)

#### Commitment:

- The estimated time commitment required as the Club Captain is eight hours per week, increasing from November through April.
- The incumbent is requested to hold this position for a two-year minimum term.



## INVERLOCH SURF LIFESAVING CLUB

163 Surf Parade, Inverloch, Victoria  
PO Box 47, Inverloch 3996, Victoria  
(w) [isisc.org.au](http://isisc.org.au) (e) [info@isisc.org.au](mailto:info@isisc.org.au)

Position Description Title: **Chief Instructor** ([chiefinstructor@isisc.org.au](mailto:chiefinstructor@isisc.org.au))

Organisation/Structure: Inverloch Surf Lifesaving Club (the Club) - Senior Leadership Team (SLT)

Reports to: Director Lifesaving Operations.

### Summary:

The Chief Training Officer is responsible for overseeing the training activities within the club. This role involves program planning, assisting trainers and assessors in running courses, managing eLearning admin access rights of club training officers, communicating course updates and new resources to trainers and assessors, and recruiting course participants. The Chief Instructor plays a vital role in ensuring the smooth operation and effectiveness of the club's training programs.

### Responsibilities:

- Program Planning: Develop and implement comprehensive training programs in alignment with the club's objectives and requirements.
- Course Support: Assist trainers and assessors in conducting courses, providing guidance and support to ensure the delivery of high-quality training.
- eLearning Administration: Manage the admin access rights for club training officers in the eLearning platform, ensuring proper user permissions and system functionality.
- Communication: Facilitate effective communication channels to inform club trainers and assessors about course updates, new resources, and any relevant information about training activities.
- Participant Recruitment: Actively recruit course participants, promoting training opportunities within the club and the broader community.

### Qualities:

- Certificate IV in Training and Assessment: Completing Certificate IV in Training and Assessment is essential. This qualification equips individuals with the necessary skills, knowledge, and experience to effectively deliver and assess Surf Life Saving awards, including nationally recognised unit(s) of competency or qualifications.

### Prerequisites:

- There are no specific prerequisites for this position. However, a sound understanding of surf club operations is generally expected, as it contributes to the effectiveness of the Chief Instructor in their role.

### Other Requirements:

- Strong communication and interpersonal skills.
- Ability to work collaboratively with trainers, assessors, and club members.
- Demonstrated organisational and planning abilities.
- Commitment to promoting and upholding the values and mission of the surf club.

### Commitment:

- The required time commitment as the Chief Instructor is five hours per week. This commitment could increase in the period leading up to the patrolling season.
- The incumbent is requested to hold this position for a two-year minimum term.



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(w) [isisc.org.au](http://isisc.org.au) (e) [info@isisc.org.au](mailto:info@isisc.org.au)

Position Description Title: **Competition Coordinator** ([competition@isisc.org.au](mailto:competition@isisc.org.au))

Organisation/Structure: Inverloch Surf Lifesaving Club (the Club) - Senior Leadership Team (SLT)

Reports to: Director Lifesaving Operations.

### Summary:

The Competition Coordinator is responsible for developing and coordinating all competition activities for senior members within the club. The Competition Coordinator oversees the delivery of aquatic/marine and land competition training programs, manages both summer and winter competitions, and ensures the smooth organisation of events and training calendars, including club championships. They support and manage team managers and coaches in delivering an advanced competition program and ensure compliance with membership requirements.

### Responsibilities:

- Develop and coordinate the delivery of an aquatic/marine and land competition training program for senior members, facilitating their progression in advanced lifesaving and competition activities.
- Manage and oversee summer and winter competitions, ensuring smooth operations and schedule adherence.
- Organise and produce events and training calendars for each season's competition, including club championships.
- Support and manage team managers and coaches, ensuring the successful delivery of the advanced competition program.
- Liaise with the Membership Manager to verify that all participants have completed membership forms and are currently financially active.
- Demonstrate understanding of and commitment to promoting a healthy and safe environment for member participation in lifesaving.

### Qualities:

- Excellent organisational and delegation skills, with effective communication abilities.
- Clear understanding and commitment to the principles of senior participation in lifesaving and competition.
- Sound knowledge of both winter and summer competition programs.
- Ability to allocate regular periods for training preparation and delivery.

### Commitment:

- The estimated time commitment required for the Competition Coordinator position is six hours per week, with an expected increase from December to June.
- The incumbent is requested to hold this position for a two-year minimum term.



## INVERLOCH SURF LIFESAVING CLUB

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### Position Description Title: **Membership & Leadership Development Coordinator**

([membershipandleadership@lsv.com.au](mailto:membershipandleadership@lsv.com.au))

Organisation/Structure: Inverloch Surf Lifesaving Club (the Club) - Senior Leadership Team (SLT)

Reports to: Director Lifesaving Operations.

#### Summary:

The Membership and Leadership Development Coordinator oversees the development of nippers and other youth sections within the association. This role promotes youth engagement, fosters leadership skills, and coordinates relevant programs.

#### Responsibilities:

- Review and actively promote youth development, engagement, and leadership programs within the Association.
- Oversee the delivery of the Nipper Program, ensuring its effective implementation and adherence to safety guidelines.
- Coordinate the Youth Involvement Program (YIPs), fostering youth participation and involvement in association activities.
- Develop, plan, and deliver training schedules and programs to enhance the skills and knowledge of youth members.
- Liaise effectively with individuals across various age groups, focusing on engaging and communicating with youth members.
- Allocate regular time periods for preparing and delivering training sessions, ensuring their timely execution.

#### Qualities:

- Excellent verbal and written communication skills to effectively interact with individuals of all ages.
- Ability to engage and collaborate with youth members, fostering a supportive and inclusive environment.
- Proficiency in developing, planning, and delivering training programs to enhance leadership and personal development.
- Strong organisational skills to effectively manage training schedules, resources, and administrative tasks.

#### Commitment:

- The estimated time commitment for this role is five hours per week. However, it is important to note that this commitment may increase leading up to the patrolling season, as additional responsibilities and activities may be required.
- The incumbent is requested to hold this position for a two-year minimum term.



## **INVERLOCH SURF LIFESAVING CLUB**

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**Position Description Title:** Nippers Coordinator  
(nippers@islsc.org.au)

**Organisation/Structure:** Inverloch Surf Lifesaving Club (the Club) - Senior Leadership Team (SLT)

**Reports to:** Director Lifesaving Operations.

### **Summary:**

The Nippers Coordinator oversees the delivery of all nippers programs and committees. This role promotes youth engagement, fosters leadership skills, and coordinates relevant programs.

### **Position Summary**

The Nippers Coordinator is responsible for the strategic oversight and effective delivery of all Nippers programs and associated committees. The role supports youth participation and ensures programs are safe, well-organised, and aligned with organisational priorities.

### **Key Responsibilities**

- Provide overall leadership and oversight of all Nippers programs, ensuring effective implementation and compliance with relevant safety standards and guidelines.
- Represent Nippers on the Senior Leadership Team (SLT) and collaborate with SLT portfolio leads to support the planning, delivery, and continuous improvement of Nippers programs.
- Work in partnership with the Social Committee and Director of Engagement to coordinate social activities and fundraising initiatives, particularly during peak operational periods.
- Oversee the maintenance, lifecycle management, and turnover of all Nippers equipment and assets.
- Oversee compliance with safeguarding children policies across all Nippers programs.
- Lead and coordinate grant applications and fundraising initiatives to support the acquisition and replacement of Nippers equipment.



- Maintain financial oversight of all Nippers programs, providing regular reporting to the SLT and Director of Lifesaving Operations (DLO).
- Coordinate the promotion and community reach of Nippers programs to support participation and engagement.
- Ensure clear communication, alignment, and consistency across Off-Peak Nippers, Summer Nippers, and Starfish Nippers programs and their respective committees.
- Attend Life Saving Victoria (LSV) Nippers Forums alongside the Member & Leadership Development (M&LD) Delegate, reporting outcomes and updates to the SLT and Board to ensure programs remain aligned with current state-level practices.
- Provide monthly written reports on committee activities and program performance to the SLT.
- Attend monthly SLT meetings and participate in annual Board and SLT strategic planning sessions.

### **Qualities:**

- Strong leadership and governance capability, with the confidence to represent Nippers at a senior level and ensure compliance with safety and child safeguarding requirements.
- Commitment to child safety and youth development, fostering inclusive, positive, and well-governed programs for young members.
- Effective communicator and collaborator, able to work across committees, SLT portfolios, and external stakeholders while providing clear written reports.
- Highly organised and accountable, with the ability to manage multiple programs, assets, and priorities in a volunteer-driven environment.
- Financially and strategically capable, with experience overseeing budgets, grants, and fundraising to support sustainable program delivery.

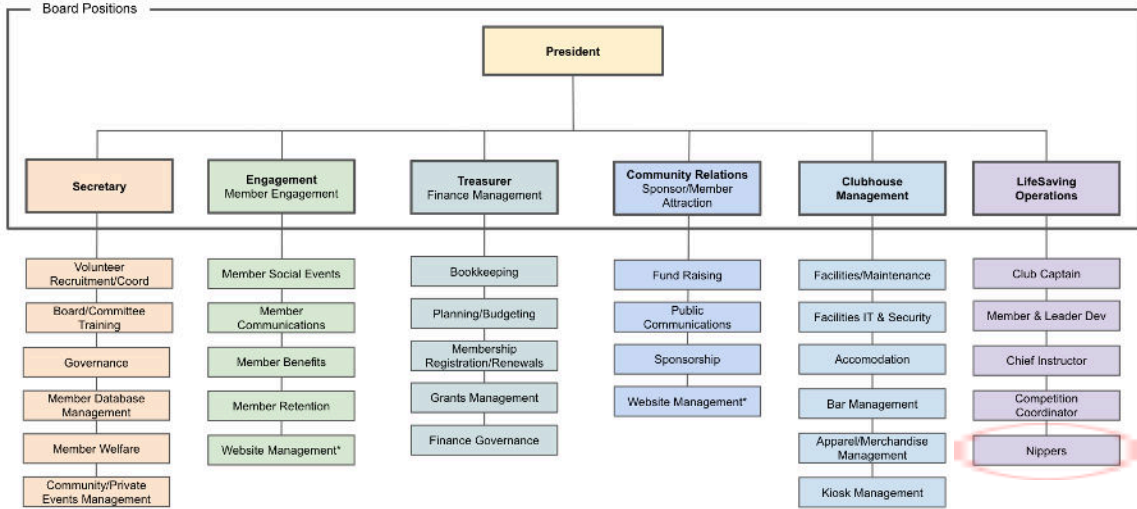
### **Commitment:**

- The estimated time commitment for this role is five hours per week. However, it is important to note that this commitment may increase leading up to the nipper programs, as additional responsibilities and activities may be required.
- The incumbent is requested to hold this position for a two-year minimum term.



# Inverloch Surf Lifesaving Structure

Structure 2026



\* Portfolio specific

# Inverloch Surf Lifesaving Structure

Structure 2025/2026

