

## **Position Description – Course Managers - Bronze Medallion & Surf Rescue Certificate, and other Awards**

*(Non-elected - Extended subcommittee LSD Division)*

**Position Objective:** In consultation with Lifesaving Skills Development Manager and Training & Assessing Manager arrange and manage the day to day running of the course related to the relevant life saving award.

The Course Managers are required to hold a current SLSA Bronze Medallion, along with appropriate course award, and shall preferably be currently proficient in Training and/or Assessing. It is preferred the Course Managers are continuing to develop leadership skills in a supported environment.

**Responsible To:** Lifesaving Skills Development Manager  
Training & Assessing Manager/s  
Club Members

**Reporting Relationships:** Training Officers  
Course area coordinators eg for Bronze Medallion & Surf Rescue Certificate Courses  
Course helpers  
Water Safety

**Financial Authority:** Draft budget for approval by Lifesaving Skills Development Manager in accordance with the current Club Expenditure Policy and/or By-Law.

**Functions:**

1. Co-ordinate all functions associated with the day to day running of the Camp.
2. Ensure all candidates have equal opportunity to learn and, via Training Officers, have access to current training resources in accordance with current RTO & LSV/SLSA standards.
3. Ensure safety and wellbeing of all candidates and all volunteer Club members assisting at Camp.
4. In conjunction with Bronze Medallion & Surf Rescue Certificate Training Manger develop and coordinate the Course training timetable per LSV/SLSA guidelines; providing equal and supported opportunity for Training Officers to develop skills and experience in training the relevant award.
4. Encourage Club members to gain further skills via the Club Award and Leadership pathways.
5. Provide Lifesaving Skills Development Manager with details of operation.
6. Act generally in the best interests of the Club and Club members.

If appropriately qualified, the Course Manager may undertake a Senior Training role dependent upon the course and the candidate numbers.