



Position	Location	Position Description Completed
Surf Sports Director	Avoca Beach SLSC	1st of June 2026
SLS Branch Authority		SLSNSW Authority
SLSNSW Branch Director of Surf Sports		SLSNSW Director of Surf Sports / SLSNSW Sports Team Staff

PURPOSE STATEMENT

Surf Sports Officers are responsible for the organisation, administration and coordination of surf sports activities within a club.

ROLE & RESPONSIBILITIES

All Surf Sports Officers will:

- Coordinate competitions, i.e., Club surf sports activities, Club championships, special Club events
- Develops, prioritises, and implements project plans, including Surf Sports development programs and other meetings/conferences
- Maintain a record of all members’ performances and results at all competitions
- Maintains surf sports correspondence in a professional, organised and accessible manner
- Prepare Surf Sports development proposals, reports and other communications for internal and external audiences
- Responsible for taking notes of Surf Sports meetings and the distribution of subsequent reports, attend SLSCC Branch Surf Sports meetings.
- Submit competition entries for all competitions in conjunction with Surf Sports Team Manager
- Submit reports when required to relevant Club officers
- Updates website

Depending on their skills, experience and availability, some Surf Sports Officers will also:

- Work with coaches and officials to train and develop athletes

ROLE ENTRY REQUIREMENTS

- Be a current, financial member of SLSNSW Club or service
- Working with Children Check (or willing to obtain)

KEY CHALLENGES IN THE ROLE

- Engaging with and educating volunteers who may be resistant to new SLSNSW and SLSNSW Branch processes
- Exposure to potentially traumatic incidents, material and potentially traumatised people
- Volunteering flexibly and travelling to attend sites after hours and on weekends as required
- Succession planning

SELECTION CRITERIA

ESSENTIAL SKILLS		ESSENTIAL KNOWLEDGE	
<ul style="list-style-type: none"> • Ability to manage own workload, consistently adhering to SLSNSW protocols • Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Ability to seek assistance and support when required • Ability to work in a high-pressure environment • Ability to work within a team and delegate tasks appropriately • Basic computer skills • Clear communication skills • High problem-solving ability: analysing available information and choosing the optimal solution 		<ul style="list-style-type: none"> • Knowledge of local, state and national policies, guidelines and procedures available • Microsoft Office • Self-awareness in relation to their level of competence and any limitations. • SLSA Surf Sports Manual content • Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation. 	
PREFERRED QUALIFICATIONS OR EXPERIENCE			
<ul style="list-style-type: none"> • SLS Coaching or Officiating course 		<ul style="list-style-type: none"> • Occupational rehabilitation • Sports Coach or official • Team Leader 	
PERSONAL CHARACTERISTICS			
<ul style="list-style-type: none"> • Ability to adapt style • Community minded • Flexibility • Genuine interest in helping others • Good moral judgement • Good prioritisation skills 		<ul style="list-style-type: none"> • Integrity • Organised • Professional yet affable • Resilient • Self-awareness – insight into competence • Self-directed (self-control and management) 	
KEY STAKEHOLDER RELATIONSHIPS			
<ul style="list-style-type: none"> • SLSNSW Members • Club and Branch Presidents • SLS Club Safety Officer • SLS Club Member Protection Information Officer 		<ul style="list-style-type: none"> • SLSNSW Member Welfare Officer • SLS Club Complaints Officer • Members of Club Management Team • SLSNSW Branch and SLSNSW authorities • Previous and other current holders of the role 	