



## Position Details

<b>Position Title</b>	NRC Training Coordinator
<b>Reporting To</b>	Director of Education

## Position Overview

The NRC Training Coordinator is directly responsible for ensuring eligible members are given the opportunity to train for the Nippers Rescue Certificate.

Other duties include communication, advertising and finalising paperwork for SLSWA.

## Operational Objectives

Liaise with the Director of Education and Director of Nippers to schedule approximately 3 courses per year.

Responsible for the coordination of trainers and assessors to run safe NRC courses. Ensure they are using current SLSWA documentation to facilitate courses.

Book the training room and hall with the Club Administrator to ensure these facilities are available for learning sessions and the assessment.

Liaise with Communication staff to advertise courses to members via The Islander and Team App.

Encourage the development of new trainers and liaise with the Trainer/Assessor Coordinator to provide a mentoring program.

Assist with the maintenance of education equipment.

Ensure paperwork is completed accurately and forwarded to SLSWA in a timely manner.

## Skills & Experience

This position would suit someone with good organisational and communication skills.

Have or obtain knowledge and skills in the portfolio of Education

It would be preferable to have SRC experience

## Position Description Approval

Name	Signature	Date
<b>President</b>		___/___/___