



## Position Details

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

## Position Overview

The Powercraft Training Coordinator is directly responsible to ensure eligible members are given the opportunity to train for Powercraft Awards, specifically IRB Crew, IRB Driver, and Jet Ski Driver.

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

## Operational Objectives

Liaise with the Director of Education to schedule crew and driver courses over the year.

Have responsibility to coordinate trainers and assessors to run safe courses. Ensure they are using current SLSWA documentation to facilitate these courses.

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

Encourage the development of new trainers and liaise with existing TAFs to be mentors to the new trainers.

Assist with the maintenance of powercraft equipment.

Ensure course 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 highly preferable to have powercraft experience.

## Position Description Approval

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