



## Position Details

<b>Position Title</b>	Skills Maintenance Coordinator
<b>Reporting To</b>	Director of Education

## Position Overview

The Skills Maintenance Coordinator has a responsibility to ensure eligible members have an opportunity to update their award skills annually as per SLSWA requirements.

Other duties include scheduling and advertising skills maintenance sessions to the Club's membership.

## Operational Objectives

Liaise with the Director of Education to schedule adequate skills maintenance sessions to occur before the December 31<sup>st</sup> deadline.

Responsible to coordination of trainers and assessors to run safe skills maintenance sessions. Ensure they are using current SLSWA documentation to facilitate sessions.

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

Assist in the maintenance of education equipment.

Ensure any paperwork (Assessors App) is completed accurately and submitted to SLSWA in a timely manner to update members' awards records in SurfGuard.

## Skills & Experience

This position would suit someone with excellent organisational and communication skills, with a good eye for detail.

Have or obtain knowledge and skills in the portfolio of Education.

It would be preferable to have SRC/BM training experience.

## Position Description Approval

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