**POSITION DESCRIPTION – HEAD LIFEGUARD**

This position description describes the duties that the appointee will be expected to undertake. It should not be regarded as a complete and exhaustive list and does not prevent the addition, alteration or deletion of duties from time to time as determined by the Lifesaving Manager.

**Position:** HEAD LIFEGUARD

**Responsible for:** Provides team leadership and implements the Beach Management Plan for the relevant beach as outlines in the specific Patrol Operations Manual.

**Reports to:** Supervisor and Lifesaving Manager

**Location:** As per contract

**Hours of work:** This position is offered on a fixed term and/or casual role, dependant on the role offered during the summer season. This links in to meet the needs of the various lifesaving services via the roster.

**Key Relationships:** Guards

Supervisor

Lifesaving Manager

SLSNZ staff

Club Liaison contacts

It is inherent in all areas of SLSNZ work that staff are required to apply and uphold the principles of SLSNZ.

**ABOUT SLSNZ**

*SLSNZ’s vision is that “No one drowns on our beaches” and our purpose is “to lead and support surf*

 *Lifesaving in New Zealand in partnership with our member clubs”*

Surf Life Saving New Zealand (SLSNZ) is the National Association representing 74 Surf Life Saving Clubs across 4 regions. Today a little over 18,600 people are members of SLSNZ and providing patrols at 104 of New Zealand’s busiest beaches each summer is just part of what we do. Being a proactive lifesaving service, sporting organisation and providing a range of education programmes ensures that we keep New Zealand’s favourite playground safe for everyone.

***SLSNZ Strategic Priorities to be delivered across 4 pillars…***

*1. Support Clubs to deliver core services to agreed standards*

*2. Operational Excellence & Innovation*

*3. National Leadership*

*4. Business Resilience and securing our sustainable financial future*

[**www.surflifesaving.org.nz**](http://www.surflifesaving.org.nz)

**PREREQUISITES**

***As a Head Lifeguard, you will need the following Pre-requisites:***

1. Must be a SLSNZ member (at time of employment).
2. Current SLSNZ Surf Lifeguard Award (or SLSNZ RPL)
3. Current SLS First Aid Level 1 (Unit Standards 6400, 6401 and 6402)
4. Current Surf Life Saving First Aid Level 2 (Unit Standards 25411 and 14473)
5. Marine VHF Radio Award
6. Senior Lifeguard Award – IRB Driver
7. Must swim 400m under 8min.
8. Must run 3kms in under 20mins.

Highly Recommended

* Senior Lifeguard Award – Patrol Captain
* Current First Aid Level 3 (Unit Standards 25412)
* Advanced Lifeguard Award

**RESPONSIBILITIES**

***As a Head Lifeguard, you will have the following duties and responsibilities:***

* Implementation of relevant Beach Management Plans.
* Supervision of Lifeguards.
* Training of Lifeguards.
* Take all practical measures to ensure Health & Safety measures, policies and procedures are followed.
* Ensure open communication with Club Liaison, RLS Supervisor & RL Manager.
* Ensure Reports/Incident Forms completed and sent to SLSNZ.
* Patrol the beach(es) assigned to you with reference to the relevant Patrol Operations Manual.
* Maintain the clubhouse, tower and lifeguarding areas in a clean functional state.
* Maintain and keep the equipment tidy.
* Complete statistical information and other reports required by SLSNZ.
* Follow the directions of the Lifeguard Manager.
* Comply with the SLSNZ Lifeguard Policy Manual at all times.
* Maintain and enhance fitness and skill level throughout the season.
* Fulfil all voluntary patrolling obligations at the Surf Life Saving Club of which the lifeguard is a member.

**FUNCTIONAL RELATIONSHIPS**

* Liaise with SLSNZ and Lifeguard Supervisor.
* Liaise with local media as required as per SLSNZ policies.
* Provide safety information to the public as required.

**FUNCTIONAL AUTHORITY**

* Implementation of local beach management.
* Media statements as per SLSNZ Policy.

**PERSONAL ATTRIBUTES:**

* Highly motivated and energetic;
* Action orientated and results driven;
* Honesty and integrity;
* Excellent oral and written communication skills;
* Excellent Leadership and delegation skills;
* Attention to detail;
* Integrity to work unsupervised;