

## POSITION VACANT

### Lifeguard Services Assistant

Employment Status: Temporary Full Time until Friday 5<sup>th</sup> of June 2020  
Location: South Brisbane

All those involved in supporting one overarching principle; Saving Lives

Leadership | Community | Safety | Respect | Trust | Teamwork

These are our values and words used to describe Surf Life Saving Queensland's (SLSQ's) purpose. With an organisational culture focused on zero preventable deaths in Queensland public waters SLSQ is an exciting place to work and an enviable brand to market.

At Surf Life Saving Queensland (SLSQ), we don't believe that the skills required to save a life should be restricted to the sand. SLSQ has an exciting opportunity for a Lifeguard Services Assistant to join our team on a temporary full time basis. This role is responsible for providing efficient assistance to the Chief Lifeguard, the Lifeguard Services area and associated personnel.

#### The Lifeguard Services Assistant is responsible for:

- Assisting with the development of plans and processes that ensures the effective and efficient delivery of Lifeguard Services.
- Assisting with the preparation of correspondence and other communications both internally and externally.
- Coordinating appointments, meetings, conferences, travel arrangements and other activities.
- Ensuring Lifeguard Statistics are up-to-date in the Surfguard Database.
- Ensuring the currency of Australian Lifeguard Service – Queensland information on SLSQ's, ALS's and other relevant websites.
- Assisting with the development and maintenance of Lifeguard reaccreditation and Lifeguard Training Courses, and process relevant paperwork.
- Assisting with the development of trainers and assessors within the Lifeguard Service.
- Attending meetings of the Lifeguard Advisory Panel.
- Assisting with the development of plans and processes that ensures the effective and efficient delivery of Lifeguard Services.
- Tending to administrative matters that are routine and fall within SLSQ policy guidelines on behalf of Lifesaving Operations – Lifeguard Services.
- Maintaining current Lifeguard Service files, records, resources and databases.
- Maintaining Lifeguard information in relevant databases.
- Assisting the Lifesaving Operations Assistant with maintaining a comprehensive and current Lifesaving Services Profile.

#### In order to succeed and make this role your own, you will have:

- Relevant experience in administration.
- Intermediate knowledge of Microsoft Word, Excel and PowerPoint.
- Typing speed of 50+ wpm.
- Understanding of lifesaving or a similar community based activity.
- Sound level of knowledge of Association policies and constitution.
- Excellent verbal and written communication skills.
- Ability to work autonomously.
- Problem solving skills.
- Ability to plan and prioritise workloads to meet deadlines.

#### Surf Life Saving Queensland

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- Outstanding organisational and time management skills.
- High level of attention to detail/high level accuracy.
- Appreciation for surf lifesaving.
- Empathy for volunteerism.

**Qualifications and Experience:**

**Essential:**

- Working with Children Blue Card or ability to obtain one quickly.

**Desirable:**

- Qualification (i.e. Traineeship, Certificate, Diploma) in a relevant discipline (Business or Administration).

**Benefits:**

- Located close to Brisbane CBD.
- Career development.
- Access to salary packaging benefits.
- A job you'll love where you contribute to saving lives every day.

To apply, please send your resume and cover letter briefly outlining how you are the best person for this role to:

[hr@lifesaving.com.au](mailto:hr@lifesaving.com.au)

**Applications close at Midnight on Sunday the 28<sup>th</sup> of April 2019**

SLSQ is an equal opportunity employer with commitment to safeguarding children and young people. All candidates will be required to undertake a working with children check.

“Please remember to always swim between the red and yellow flags!”