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Title:	APPLICATIONS OPEN – Start of Season Coordination Teams
Document ID:	001.04.2025
Department:	Membership
Audience:	Club Admins, Club Captains, Youth Development Officers, 2021-2024 PULSE participants & Coordination Teams
Date:	16/04/2025

The Sunshine Coast Branch is currently calling for expressions of interest from members who would like to coordinate the below programs:

- **PULSE Junior & PULSE Youth**
 - 14-16th December 2025
 - 3 Coordinators
- **Camp Commando**
 - 11-14th January 2026
 - 3-4 positions available

This opportunity is open to any financial member over the age of 18. We are looking for three support Coordinators:

- Logistics Coordinator
- Scenario Coordinator
- Equipment Coordinator
- Communications/Marketing Coordinator (*Camp Commando Only*)

As a Program Coordinator your role is to ensure the goals and objectives of the program are met through pre-planning and delivery of the program. You are to offer guidance, mentoring, and encouragement throughout the program, but must ensure that your focus is on delivery of the program content as intended and smooth facilitation of the program.

Role Descriptions:

- **Logistics Coordinator** – Tasked with organising meals, any travel, external speakers etc
- **Scenario Coordinator** – Tasked with sourcing 3 scenarios to be run on the day in conjunction with the rest of the team.
- **Equipment Coordinator** – Tasked with organising any and all equipment for the program
- **Communications/Marketing Coordinator** – Tasked with creating all promotional materials, liaising with stakeholders and clubs

Note that members may be delegated a different role than the one they have applied for by the Coordination team

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Please find the below Role Description for Coordinators

Interested applicants should apply via this link [Coordination Teams 2025/26 Season](#). Applications close **Monday the 5th of May**.

For more information, please contact Jess Roberts at 0448 674 224 or jroberts@lifesaving.com.au

Yours in Lifesaving,



KIRSTEN PHILLIPS

Director of Youth and Membership Development
Surf Life Saving Sunshine Coast Branch

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Role Description: Coordinator

Role Requirements:

- Be at minimum of 18 years of age;
- Hold a current Bronze Medallion;
- Hold a current Blue Card (if over 18);
- Be available to attend team meetings prior to the program (monthly and then more frequently as the event draws near);
- Have been a previous program participant, leader, junior leader or mentor on a Branch or State youth development camp program OR held a committee position within a club (*desirable not mandatory*); and
- Be able to attend the program and facilitate alongside the SLSQ Staff, Branch Representatives and Program Leaders & Mentors at the dates listed above— **please note you will be required to have program dates off work / university.**

As a Program Coordinator your role is to ensure the goals and objectives of the program are met through pre-planning and delivery of the program. You are to offer guidance, mentoring, and encouragement throughout the program, but must ensure that your focus is on delivery of the program content as intended and smooth facilitation of the program.

Should you require support at any time, please discuss with the Regional Membership Development Coordinator or Branch Deputy Director of Membership Services.

RESPONSIBILITIES:

Pre-Program:

- Attend and actively participate in co-ordination team meetings prior to the program
- Complete designated tasks for the program development within required time frames
- Ensuring that the goals and objectives of the programs are at the forefront of the program preparation and delivery
- Develop the time table for the program including activities/content, Guest speakers, Transport & General Operations etc
- Develop a marketing/branding/promotion plan for the program
- Assist ensure adequate promotion of the program amongst Club Members/ position holders

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Program Delivery:

- Attending the program and facilitating alongside the Program Leaders & Mentors, SLSQ Staff, Sunshine Coast Branch Director of Youth Development & Deputy Director of Membership Services
- Monitor program timing throughout and adjust where required
- Communicate any program changes to mentors/leaders
- Report any incidents, which may occur during the program to the SLSQ Staff as soon as possible
- Cooperate with participants, Leaders, Mentors, Surf Life Saving Queensland staff, Facility staff, and any others involved with the program at all times
- Promote the ideals of Surf Life Saving Queensland to all participants
- Be a role model to all participants
- Abide by the SLSA Members Code of Conduct
- Assist with Water Safety Supervision during water activities if required
- Assist with general supervision of program participants at all times
- Conduct all scheduled program de-briefing sessions

Post Program

- Preparation of the program evaluation and feedback report including recommendations for future programs
- Ensure a detailed handover to incoming Co-ordinators
- Be an ambassador for programs ongoing



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