

# Circular 010:01:10



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**To:** Club Presidents  
District Officers  
Assessors  
Regional Officers  
Chief Instructors  
Club Captains  
Training Officers

**Cc:** Club Secretaries  
LSOC Executive

**From:** Brooke Irvine – General Manager, Education & Training

**Date:** 21 January 2010

**Subject:** **Job Advertisement - Coordinator, Club Awards and Community Lifesaving**

**Action:** Advise interested members of job opportunity  
Submit job application

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For additional details on this Circular please contact:  
Brooke Irvine on 03 9676 6941 or email [brooke.irvine@lifesavingvictoria.com.au](mailto:brooke.irvine@lifesavingvictoria.com.au)  
**Circulars are available at** [www.lifesavingvictoria.com.au/circulars](http://www.lifesavingvictoria.com.au/circulars)

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Life Saving Victoria, established in 2002 is Victoria's peak Water Safety and Lifesaving organisation with a mission to prevent aquatic related death and injury across all Victorian communities. We strive to provide all Victorians with water safety, swimming, resuscitation and safe beaches, water environments and aquatic venues.

We achieve this by working with our members, communities, educational institutions, governments, and other organisations in the provision of best practice education, training, surveillance and rescue and risk management services.

Life Saving Victoria requires a proven professional with outstanding administrative and communication skills, commitment to quality outcomes and strong attention to detail. Commercially you are a sound and proactive thinker and enjoy working in a dynamic and motivated team environment and with volunteers.

The Coordinator – Club Awards and Community Lifesaving Courses will provide ongoing, quality administrative support to Life Saving Clubs via volunteer award processing and procedures. They will also provide leadership and direction to a small team of staff and volunteers while coordinating and monitoring the delivery of one of Life Saving Victoria's courses with a focus on client relations.

Candidates applying for this role must have sound administrative skills, an understanding of quality assurance and recognised training and the ability to work within deadlines. You will have relevant tertiary qualifications or equivalent, with experience in volunteer organisations being advantageous.

In return Life Saving Victoria will provide an attractive remuneration package and a fabulous work environment, office amenities and facilities.

To be considered for this position, candidates should review the position description and forward their application including resume and cover letter to:

Ms Brooke Irvine - General Manager, Education and Training  
Life Saving Victoria  
PO Box 353  
South Melbourne DC VIC 3205

Or email: [brooke.irvine@lifesavingvictoria.com.au](mailto:brooke.irvine@lifesavingvictoria.com.au)  
Applications close: 5:00 pm on Tuesday, 2 February 2010.