



To be considered for this position, please forward your application to:

Chris Munro  
Manager Aquatic Sport  
Life Saving Victoria  
PO Box 353  
South Melbourne DC VIC 3205  
Or email to:-  
[chris.munro@lifesavingvictoria.com.au](mailto:chris.munro@lifesavingvictoria.com.au)

**For additional detail on this Circular contact: Chris Munro, Aquatic Sports Manager**  
Email [chris.munro@lifesavingvictoria.com.au](mailto:chris.munro@lifesavingvictoria.com.au) or by phone 9676 6937  
**[www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au)**  
Address: PO Box 353 South Melbourne DC 3205



# POSITION DESCRIPTION

Job Summary	
<b>Position Title:</b>	Aquatic Sports – Event Coordinator
<b>Position Category:</b>	Part Time <i>[6 Days per fortnight]</i>
<b>Area Of Operation:</b>	Aquatic Sports
<b>Reporting / Responsible To:</b>	Manager Aquatic Sports
<b>General Role Description:</b>	To assist the both Aquatic Sports and Youth & Leadership managers coordinate Life Saving Victoria's key sporting events and ensuring all stakeholders are fully engaged in project developments.

Key Responsibilities	
<b><u>Support</u></b>	<p>Support both the Aquatic Sports Manager and Youth &amp; Leadership Manager with the event management of lifesaving sports events.</p> <p>Coordinate special events conducted under LSV responsibility.</p> <p>Assist MYLD &amp; MAS in future event develop strategies</p>
<b><u>Communication</u></b>	<p>Develop and manage a events communication plan</p> <p>Ensure all stakeholders are informed of events</p>
<b><u>Finance</u></b>	<p>Ensure financial budgets adhered to</p>
<b><u>Reporting</u></b>	<p>To maintain a log of all sport events, those trained to manage and provide safety services at the events.</p> <p>Complete operational plans, risk management plans, safety plans and procedures</p> <p>Produce monthly reports of activity and performance.</p>



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<p><b><u>Administration</u></b></p>	<p>Develop operational procedures for LSV sports events</p> <p>To develop and implement special event operations procedures.</p> <p>Prepare necessary documentation for all events conducted</p> <p>Pre-event preparation and distribution of Event Information (including run sheets and parking lists).</p> <p>Coordinate and maintain events statistical information.</p> <p>Coordinate all event administrative requirements.</p>
<p><b><u>Human Resources</u></b></p>	<p>Assist with rosters and booking of all necessary staff and contractors</p>
<p><b><u>OH&amp;S</u></b></p>	<p>Ensure all events have inbuilt risk management methodologies inclusive of occupational health and safety considerations and emergency procedures</p>
<p><b><u>Meetings</u></b></p>	<p>Attend necessary meetings including operational and debrief meetings</p>
<p><b><u>Program/Service Delivery</u></b></p>	<p>To develop and implement safety guidelines for all LSV sport events, including those conducted by affiliates</p> <p>To ensure the image of LSV is protected and projected at the highest standards</p> <p>Liaise with Hirers regarding event details and requirements</p> <p>Prepare information folders for event staff</p> <p>Coordinate administration coaching &amp; officials program</p> <p>Liaise with logistics department in ensuring all event bookings have the required resources and all the resources are in adequate condition and replaced/repaired when required.</p>



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Job Competencies	
<b><u>Essential / Desirable Competencies:</u></b>	<p>Relevant Tertiary Qualification</p> <p>Event Coordination Experience</p>
<b><u>Competencies:</u></b>	<p>Self starter with ability to work under minimal supervision and on a number of simultaneous projects.</p> <p>Experience in providing high quality customer service with excellent telephone and interpersonal skills.</p> <p>Experience in MS Office, in particular word processing and excel applications with sound keyboard and typing skills.</p> <p>Flexibility with working hours</p> <p>Self-starter with project management skills</p> <p>Ability to lead teams and coordinate activities</p> <p>Current Victorian Drivers License</p> <p>Knowledge of Life Saving Victoria products, programs and service.</p> <p>Ability to work within a team and meet deadlines</p>