



POSITION DESCRIPTION

Lifeguard Equipment Representative (LER)

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 Tairua Surf Lifesaving Club.

RESPONSIBLE FOR:	Ensuring all broken or faulty equipment at a lifeguarding level is recorded and reported to the Lifeguarding Committee.
REPORTS TO:	<ol style="list-style-type: none"> 1. TSLSC Lifeguarding Committee 2. TSLSC Building and Equipment Sub-Committee Lead
LOCATION:	Tairua
DIRECT REPORTS	N/A
KEY RELATIONSHIPS:	<ul style="list-style-type: none"> • Club Captain and Lifeguard Development Officer (LDO) • Tairua Club members and qualified lifeguards • TSLSC Building and Equipment Sub-Committee
PURPOSE OF THE POSITION:	<p>The purpose of this position is to ensure all information regarding the state of equipment is getting from the beach to the relevant Board member for advice, discussion around whether to repair or replace, ensuring the progression of the project and all phases until the item is back in use.</p> <p>The contact phone number of the LER is displayed clearly on the club noticeboard. Lifeguards will contact this phone number if they damage or witness any damage to club equipment. The purpose of this position is to eliminate the stigma of using and damaging equipment.</p>
PERSONAL SPECIFICATION:	<ul style="list-style-type: none"> • Well known at a club level • Active club participation with strong surf lifesaving knowledge and qualifications • Passionate about contributing to the club • Easy to contact

KEY RESPONSIBILITIES:
<ul style="list-style-type: none"> • Communication and Leadership: <ul style="list-style-type: none"> ○ Act as the primary point of contact between lifeguards and the Lifeguarding Committee regarding equipment issues. ○ Provide regular updates and detailed reports to the committee on the status of equipment, including any repairs needed or completed.



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- Work closely with lifeguards to gather feedback on equipment performance and ensure their concerns are addressed promptly.
- Work closely with TSLSC Building and Equipment Sub-Committee lead.
- Guide and mentor junior lifeguards on the importance of equipment care and maintenance.
- Operational Responsibilities:
 - Ensure backup equipment is readily available and operational in case of sudden failures or emergencies.
 - Work with CC to educate lifeguards on proper equipment use and basic troubleshooting to prevent damage and ensure safety.
- Equipment Inspection and Maintenance:
 - Schedule and conduct regular inspections of all lifeguarding equipment to identify any wear and tear or potential issues.
 - Oversee and coordinate repairs of broken or faulty equipment, either performing minor repairs in-house or arranging for professional service.
 - Inventory Management: Keep an updated inventory of all equipment, noting the condition and location of each item.
 - Promptly record and report any instances of equipment damage or failure to the Lifeguarding Committee and recommend appropriate action.