New Lambton Football Club Juniors
Position Description – First Aid Equipment Officer

JOB TITLE:

First Aid Equipment Officer

OBJECTIVE:

The First Aid Equipment Officer is responsible for monitoring and maintaining the Club's first aid facilities and equipment.

RESPONSIBILITIES:

- The First Aid Equipment Officer is responsible for monitoring and maintaining the Club's first aid facilities and equipment.
- It is not the First Aid Equipment Officer's primary role to provide first aid.
- Duties may include:
    - restocking of first aid kits before season commencement,
    - periodically monitor / check first aid kits during season and organise to replace consumables,
    - replacing ice packs, etc as needed,
    - organise annual service of defibrillator/s.
- Assist with annual risk assessment (as necessary).
- Attendance at club meetings may be necessary, and upon request.

RELATIONSHIPS:

- Reports to the President and General Committee.
- The First Aid Equipment Officer may need to interact with the club committee, players, parents, coaches, managers, volunteers, officials, spectators.

ACCOUNTABILITY:

- The First Aid Equipment Officer will liaise closely with and will be accountable to the Committee.
- The First Aid Equipment Officer will be required to discuss any purchase with the President / Treasurer.
- In the case of expenditure required exceeding the President's / Treasurer's delegation the President / Treasurer will seek Committee approval.
- The estimated time commitment required as the First Aid Equipment Officer is 1 -2 hours per week initially at pre-season, and then ad-hoc as required during the season.

NEW LAMBTON
FOOTBALL CLUB

ESSENTIAL SKILLS:

- Ability to prioritise tasks.
- A good understanding of requirements in respect to first aid and associated equipment.
- Computer literate in the various relevant computer applications.
- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Financial skills / knowledge, and ability to work to a budget.
- Dedicated club person.
- Be approachable.
- Sufficient computer skills (or access to) to develop and maintain a spread sheet of tasks required, completed, and cost, etc.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- First aid training.