

# COVIDSafe Coordinator

## POSITION DESCRIPTION

### Purpose

The position of COVIDSafe Coordinator has been established to support returning to activity under the current Victorian Government coronavirus (COVID-19) protocols. Life Saving Victoria (LSV) and lifesaving clubs have an obligation to strictly adhere to these protocols for all activities. All club are required to have a nominated COVIDSafe Coordinator as the first priority in the COVIDSafe Plan.

### Key Responsibilities

- Develop and update the Club COVIDSafe Plan as per template provided by LSV.
- Ensure the Club COVIDSafe Plan is approved by LSV prior to commencement of any activities or use of facilities.
- Participate in LSV training (initial 1.5 hours) and briefings (weekly 1 hour) relating to COVIDSafe planning.
- Keep up to date with any changes implemented by LSV and communicating these to relevant roles in the club, including the Management Committee / Board.
- Ensure Club adheres to the Club COVIDSafe Plan and take immediate steps to correct any identified breaches.
- Communicate to members any information, processes or initiatives that will aid in COVIDSafe planning.
- Keep up to date with any changes implemented by LSV and communicating these to relevant roles in the club.
- Be the contact point for any questions from participants/members relating to the Club COVIDSafe Plan.
- Be the point of contact for any site visits by Government or LSV representatives in relation to COVIDSafe planning.

## Key Requirements

- Must be a member of the Club and have a valid Working with Children Check (WWCC).
- Must complete the LSV COVIDSafe Coordinator Induction Training.
- Must have attention to detail in being able to understand COVIDSafe requirements and follows LSV and other guidelines as they are made available.
- Must be adaptable to a changing environment which will require COVIDSafe plans and actions to be updated in response to Government announcements and assessment of risks.
- Must be a trustworthy member of the organisation/club capable of interacting appropriately with a range of people.