

Berwick Junior Football Club

Arch Brown Reserve, Buchanan Road, Berwick 3806
P.O Box 183, Berwick, 3806



Subject: Job Description
Title: First Aid Coordinator
Reports to: Head Team Manager

1	Basic Functions
a)	Coordinate all the First Aid requirements for the Club
b)	Compliance and accountability with Club policies.

2	Specific Responsibilities
a)	Document and assist with the appointment of trainers to each team.
b)	Organise first aid courses to enable qualification of trainers to required standards.
c)	Document and upkeep records detailing the qualifications of each teams qualified trainers.
d)	Purchasing of appropriate first aid equipment and supplies.
e)	Distribution of first aid equipment and supplies.
f)	Coordinate first aid equipment for preseason training and permanent season training grounds.
g)	To monitor the safekeeping and upkeep of each teams first aid equipment.
h)	To ensure equipment is returned at the completion of use and inventory is reviewed.
i)	To record any incident reports as provided by any FAO for future reference.
j)	Records to be handed to Secretary at end of Season.

3	Entry Qualifications, Experience
a)	Must be highly organised and have the ability to communicate with all levels.

4	Role Requirements
a)	All Committee Members must hold or willing to apply for a current volunteer "Working with Children Check"
b)	Abide by, promote and uphold BJFC Code of Conduct and Policies.

Position: First Aid Coordinator

Name: _____

Signed: _____

Witnessed by:

Position: President

Name: _____

Signed: _____