Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated

Volunteer Position Description

First Responders Coordinator

The First Responders Coordinator is responsible for the development and management of First Responder's Officers.

Responsible to

The First Responders Coordinator is responsible to the President of the Club and the club members.

Responsibilities

The ***First Responders Coordinator*** should:

- Meet requirement of the First Responders position description including having completed the appropriate NRL course and hold a current NRL accreditation (minimum age for First Responders is 18 years);
- At the commencement of the season ensure each age team has an adequate number of First Aid Officers appointed and advise the Coaching Coordinator and Compliance Coordinator.
- Liaising with all team members, parents, coaches and officials to ensure the players are aware of current policies and procedures relating to player safety and welfare;
- Acting as liaison officer between the club and each of the First Responder;
- Participate in Team Staff meetings to discuss performance and provide feedback;
- Ensuring all injury reports are completed promptly, correctly and lodged and recorded in the appropriate manner;
- In conjunction with the Compliance Coordinator, ensure all First Responder are appropriately accredited;
- Ensure the First Aid Room is maintained and clean.

Initial Duties

- Be responsible for the equipment supplied to First Aid Officers; ensure stocks are adequate for each First Responder at the commencement of each season (for purchase of new stock, a quote must be provided to the Committee for approve before any expenditure occurs);
- Ensure first aid kits within the Clubhouse are stocked and in date (for purchase of new stock, a quote must be provided to the Committee for approve before any expenditure occurs).
- Ensure the club De-Fib in tested annually and required maintenance in completed.