



Club Security Officer Position Description - Mt Carmel Tennis Club

The Security Officer of Mt Carmel Tennis Club is responsible for coordinating the club's alarm, security lights, and court key system.

Desirable Attributes

The Safety Officer should:

- Have experience in safety operations
- Be an excellent communicator
- Be around to assist when there are unexpected issues with the club's security
- Be able to foster positive relationships with club members and other stakeholders
- Be a regular email user for ease of communication
- Be committed and reliable
- Have previous experience in administration and/or reporting roles
- Hold or willing to apply for a current volunteer's Working With Children Check or State equivalent

Responsibilities

The general responsibilities of the Security Officer may include, but are not limited to the following responsibilities:

Documenting and Reporting

- Report any known security hazards or issues to the committee
- Keep track of all alarm system passwords and user guides
- Keep a key register which tracks all keys cut, given out to members or non-members

Operational

- Be the focal point for all security enquiries
- Distribute court keys to individuals as required
- Be the key point contact for security with St Anne's Primary School
- Organise any required training for committee, team captains or members around correct use of the club alarm / key system
- Ensure routine checks are conducted on the court gates, padlocks, alarm systems and security lights
- Investigate and attend to any security issues as required in a timely manner

General duties

- Attend Committee meetings and provide updates on the club security

If at any stage the Security Officer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

The estimated time commitment required as the Safety Officer is 2 hours per week.