
East Sandringham Junior Football Club



First Aid Manager – Position Description

The First Aid Manager ensures that the club provides an appropriate level of first aid facilities and services to our members (the kids). This includes ensuring we have trained and certified first aid volunteers and that we continually improve the way we manage injuries across the playing group.

Responsibilities:

- Manage the delivery of training of first aid certifications to First Aid volunteers at the club.
- Ensure that First Aid volunteers have their certification loaded into the certification system and ensure compliance with SMJFL requirements.
- Create, modify and manage the process for injuries sustained on game day or at training.
- Create, modify and provide centralised reporting on injuries throughout the season.
- Assist members who are injured with insurance claims and maintain contact with injured members to ensure recovery is progressing.
- Ensure that facilities have appropriate First Aid equipment including stretchers, defibrillators and appropriate First Aid kits.
- Develop First Aid Kit checklist and ensure that each team's First Aid Officer has sufficiently stocked First Aid Kit.

Relationships:

- Reports to the President and General Committee.
- Works closely with the Child Safety Officer.
- Liaise with all members of the Club with responsibility for supplying First Aid (e.g. team managers).
- Liaise with First Aid training providers

Requirements:

- Strong communication and people skills.
- Enthusiastic, well organised and a positive attitude.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy