

**Position Title:** Disaster Management Coordinator  
**Location:** Southside Eagles Football Club, Brisbane, Queensland  
**Reporting to:** Club President and Management Committee  
**Volunteer Position**

**Position Purpose:**  
The Disaster Resilience Coordinator is responsible for developing, implementing, and maintaining the club's emergency preparedness and response strategies. This role ensures the safety and continuity of club operations during extreme weather events, health crises, or other emergencies.

**Key Responsibilities:**

* Develop and regularly update the club’s Disaster Management and Emergency Response Plan.
* Develop training and game day contingency plans for high-impact weather events and emergencies
* Conduct risk assessments specific to the club’s location and facilities.
* Coordinate communication protocols for emergency alerts and notifications.
* Provide training and guidance to committee members, staff, and volunteers on emergency procedures.
* Ensure evacuation routes, assembly points, and safety equipment are clearly marked and maintained.
* Assist in the coordination of recovery efforts post-incident.
* Monitor public health alerts and severe weather warnings relevant to club activities.

**Skills and Experience Required:**

* Strong organizational and problem-solving skills.
* Experience in emergency planning, risk management, or a related field (preferred).
* Excellent communication and coordination abilities.

**Time Commitment:**

* The expectation is for initial plans to be completed by August 31st, 2025.
* On-going time commitment is on an ‘as-needed' basis but should need exceed 30 minutes per week.
* Increased involvement during severe weather seasons or in response to incident may be required.

**Mandatory Requirements:**

* Completion of basic emergency management (or willingness to obtain) if required.
* Commitment to the Southside Eagles FC Code of Conduct and safety procedures.

**Benefits of the Role:**

* Contribute to the safety and resilience of the club community.
* Develop leadership experience in emergency preparedness.
* Enhance collaboration with local authorities and sport networks.

**Support and Resources:**

* Guidance from the Management Committee.
* Access to resources from Brisbane City Council, Queensland Government, and Football Queensland.
* Opportunities to attend community emergency management briefings.

**Application Process:**  
Interested individuals should submit a brief expression of interest to the Club Secretary, outlining any relevant skills or experience in emergency or risk management.

This role description may be updated based on changes in local risk conditions, government advice, or club needs.