

# PARACHUTE OFFICER

## POSITION DESCRIPTION



## PURPOSE OF POSITION

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The (club name) Gliding Club Parachute Officer is responsible for the integrity of parachutes within the club.

Every parachute packed, repaired, and maintained by the Parachute Officer can affect the safety of others. Failure to observe the correct technical and safety procedures for maintaining parachutes may result in significant loss of life, aircraft, supplies, or other expensive equipment or resources.

### Key Responsibilities

- To arrange qualified repack/repair of club parachutes.
- To ensure the general condition of the club's parachutes meets the required safety standards.
- Maintain and update the parachute records.
- Under the guidance of the club CFI, organise appropriate levels of parachute education within the club to ensure safety standards for operation and care of parachutes are met and maintained.
- Review and revise the (club name) Parachute Officer position description to ensure it continues to reflect the requirements of the role.
- Train, mentor, and support the next (club name) Parachute Officer.

### Knowledge, skills, and abilities

- Has the experience necessary for a Parachute Officer. This includes:
  - previous training in the use of a parachute by the club CFI or delegate.
  - Training in the care of parachutes by a qualified parachute packer.
  - Completion of GAus parachute care training module (currently being formulated)
- Attention to detail.
- Efficient, organised, and time management skills.
- Can communicate effectively and listen to feedback and views of members and other interested parties.
- Ability to liaise with external stakeholders and parties.
- Ability to engage, encourage and lift the level of services.

### Other requirements

- Induction Training
- Working with Children Check (insert correct state authority) if required.
- If at any stage the (club name) Parachute Officer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the (club name) Secretary.