



Volunteer Marine Rescue Mackay Inc.

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ROLE DESCRIPTION: RADIO ROOM OPERATOR

Dear Member,

The Management Committee seeks expressions of interest from members for a Radio Room Operator.

This role is purely on a volunteer basis.

Essential skills:

- Australian Marine Radio Licence (can be obtained for an additional cost)
- Sound written and verbal communication skills
- Sound knowledge of computers and associated software

Radio Room Operator duties include:

- Operate VHF, HF, 27MHz, telephone devices
- Answer questions regarding membership, boat licensing, the local area, etc
- Answer questions on tidal and chart information in the local area of operations
- Receive payments and issue receipts in accordance with Standard Operating Procedures
- Receive, interpret and apply meteorological information
- Communicate using standard marine vocabulary
- Communicate with other vessels and coast stations
- Communicate with skippers, crew and others in performing their duties
- Communicate with Queensland Police, Fire and Ambulance Services in the event of emergencies which require them to be advised, called out or have search and rescue information relayed to or from them
- Be alone at the base to monitor and answer marine radios (including distress frequencies) and telephones for most of the shift
- Ensure the correct placement of the flags which are to be raised and lowered at the correct times
- Be able to accurately log all marine radio and telephone calls at all times using written and computerised systems

Interested members should provide their details via or website www.vmrmackay.org.au through our volunteering form.

All expression of interest will be reviewed and forwarded to the committee for approval.

An induction and training program will be completed for this role prior to being rostered shifts.

Russell McLennan (signed)
President
VMR Mackay Inc.