



Surf Life Saving Sydney
PO Box 6006, Malabar NSW 2036
surflifesavingsydney.com.au
ABN 74 781 063 539

ADMINISTRATION CASUAL STAFF

SURF LIFE SAVING SYDNEY

We are a surf life saving organisation affiliated with SLNSW and SLSA. We support our fifteen surf life saving clubs, stretching from Sydney Harbour to the Royal National Park by providing camps, carnivals, courses, clinics and other activities to enable them to focus on saving lives on their beaches.

We are looking for new Administration Casual Staff to join our tiny team in Little Bay, NSW.

About the opportunity

SLS Sydney is looking for new casual staff to support our small team in times of increased activity, and as cover during staff shortages. We are a tight knit team who work well together and support each other closely, so you'll need to be a team player and keen to get in, learn on the job, and be comfortable with flexibility. We support over 20,000 volunteers and take pride in the work we deliver.

Tasks may include a range of the following:

- Administration, reception and general office support
- Baseline support for our information systems
- Finance support for our bookkeeper
- Coordinating and overseeing internal processes
- Engaging with stakeholders, both internal to SLS and external
- Preparing for meetings, including drafting agendas, minutes and documentation
- Supporting our portfolio leads with administration and logistics
- Supporting our communications, including social media, website and external communications
- Driving our events, from planning to implementation
- Attending our events, supporting from Carnivals to Awards nights

The successful candidate will have:

- Communication, negotiation and influencing skills
- Financial acumen
- Project Management experience, time management skills and the capacity to prioritise
- A robust understanding of information systems, including Microsoft packages
- A provisional or unrestricted drivers licence
- Knowledge and understanding of Surf Life Saving and the framework in which we operate
- A great approach towards new challenges and professional development

If you have a great attitude and want to join a strong and growing team, we would love to hear from you!

Please send your cover letter and resume to us outlining your suitability for the role by emailing our Deputy President at dp@sls.sydney

Applications close 5pm Friday 12 April 2026

Our Branch Partners and Sponsors

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 Betty's Burgers

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