

# MARCOOLA SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Youth Development Officer

**Reporting to:** Surf Life Saving Director

**This is a voluntary position and carries no salary or designated hours**

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### **Purpose of the Position**

The Youth Development Officer provides strategic guidance and leadership in support of the functions of Youth Development within Marcoola Surf Life Saving Club including providing assistance to Directors of the Board in relation to their roles.

### **Pre-requisites**

To nominate for the position of Youth Development Officer you must:

- Be a current financial member of the Club.
- Be eligible to hold a clearance for working with children in accordance with the Working with Children (Risk Management and Screening) Act 2000;
- Must not have any negative judicial findings recorded against you in the lifesaving movement;
- Assist in ensuring that the Marcoola Surf Life Saving Club is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the club's Policies and Procedures;
- Have a strong commitment to the ideals of surf lifesaving;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills;
- Have the ability to communicate successfully with members between the ages of 13 and 20+ years of age; and
- Have a complete understanding of the Codes of Conduct.

### **Objectives of the Youth Development Officer**

- Develop and oversee the Youth Development program for Marcoola Surf Life Saving Club to provide a stimulating and safe environment for youth members aged between 15 and 20+ years of age;

- Identify opportunities for youth through leadership programs offered both internally and externally to the organisation;
- Work with other club officers to recruit and sustain youth members; and
- Provide accessible mentoring to youth members.

### **Responsibilities and Duties**

- Be subject to the direction of the Life Saving Director;
- Be responsible for promoting and delivering development programs, mentoring programs and other activities for youth members (generally 15 years to 20+ years);
- Promote youth members’ participation in development camps and leadership programs and camps;
- Work with and assist the club officers, particularly JAC officers to enhance recruitment and retention and transition through the various age levels;
- Oversee youth recruitment and retention programs/activities within the club;
- Pursue any issues of benefit to the safety and enjoyment of youth members;
- Submit a written report to each Lifesaving Committee Meeting;
- Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct; and
- Observe and encourage others to comply with the Policies and Procedures as prescribed in the Policies and Procedures Manual, including providing reports and other requested information on the appropriate reporting templates.

### **Skills and Experience**

- Minimum three (3) years general lifesaving involvement;
- Experience working with young children and youth; and
- Experience working in a volunteer organisation, preferably with surf lifesaving

### **Personal Qualities**

- Ability to work with others, particularly youth members;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

### **Relationships**

<b>With</b>	<b>Purpose</b>
1. President	Provide Strategic input to all functional areas of the club
2. Club Captain	
3. Junior Activities Chairperson	

### **Re-election Period**

Annually at the AGM