

MARCOOLA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Junior Activities Operations Officer

Reporting To: Junior Activities Committee

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

Purpose of the Position

The Junior Activities Operations Officer provides direction for the “Nipper Day” program for the Junior Activities section of the Club, including providing assistance to the Junior Activities Gear and Equipment Officer and the Junior Activities Officer in relation to their roles.

Pre-requisites

To nominate for the position of Junior Activities Operations Officer you must:

- Be a current financial member of the Club and the holder of a Bronze Medallion Award;
- Not have been convicted on indictment or sentenced to a term of imprisonment for a summary offence required to be disclosed by the *Criminal Law (Rehabilitation of Offenders) Act 1986*;
- Not have been a bankrupt; or entered into a deed of arrangement; or made a composition which remains unpaid; in accordance with the *Bankruptcy Act 1966* or corresponding law of another external territory;
- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000*;
- Not have any negative judicial findings recorded against you in the surf lifesaving movement;
- Have a complete understanding of the Codes of Conduct;
- Assist in ensuring 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 Constitution; By-Laws; and 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; and
- Have a complete understanding of the Codes of Conduct and the statutory requirements of surf lifesaving as they relate to the overall safety of members.

Objectives of the Junior Activities Operations Officer

- Set up the beach for the Junior Activities training and “nipper day” programs to ensure the safest areas are used after consultation with the Patrol Captain of the day;
- Prepare a program for Junior Activities Age Managers to follow;

- For the purpose of implementation of such duties and with the approval of the Junior Activities Officer, have power to call on the services of any Junior Activities member; and
- Ensure Water Safety in the correct ratios is available for the day's activities.

Responsibilities and duties

- Abide by the Patrol Captain of the day directions and relay any safety concerns voiced by the Patrol captain to all Junior Activities Age Group Managers and the Junior Activities Chief Water Safety Officer;
- Consult with the Patrol Captain prior to setting up the beach area for Nipper activities;
- At all times be subject the Junior Activities Officer's directions;
- Co-ordinate the beach set up for training and Junior Activities programs;
- Assist the Junior Activities Officer and Junior Activities Gear and Equipment Officer in carrying out their duties;
- Convene a meeting of Junior Activities Age Group Managers prior to the commencement of Nipper day to ensure complete understanding of the day's program and any safety concerns voiced by the Patrol Captain of the day or the Junior Activities Chief Water Safety Officer;
- Ensure all officers and members and parents abide by the Child and Youth Risk Management Strategy and Codes of Conduct; and
- Submit a written report to each Junior Activities Committee Meeting.

Skills and Experience

- Minimum three years general lifesaving involvement; and
- Experience working in a volunteer organisation, preferably with surf lifesaving

Personal Qualities

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

Relationships

With	Purpose
1. Patrol Captain of the day	Provide Strategic input to all functional areas of Junior Activities.
2 Junior Activities Officer	
3. Junior Activities Chief Water safety officer	
4. Junior Activities Age Group Managers	
5. Club Captain	

Re-election Period

Annually at the Nipper AGM and endorsed at the Club's AGM.