

MARCOOLA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Junior Activities Team Manager

Reporting To: Junior Activities Committee

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

Purpose of the Position

The Junior Activities Team Manager provides administration in co-ordinating the competition measures for the Junior Activities section of Marcoola Surf Life Saving Club competitors including providing assistance to the Junior Activities Officer, Registrar, Junior Activities Coaching Co-ordinator, Junior Activities Junior Team Manager, and Team Coaches in relation to their roles.

Pre-requisites

To nominate for the position of Junior Activities Team Manager you must:

- Be a current financial member of the Club and a Club member for a minimum of two years;
- 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; and
- 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;
- Have experience and or proven ability to fill a leadership role in a not-for-profit volunteer based organisation;
- Have a strong commitment to the ideals of surf lifesaving;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skill; and
- Have a complete understanding of the Codes of Conduct applying to Junior Activities.

Objectives of the Junior Activities Team Manager

- Abide by the Code of Conduct for Team Managers, Age Managers and Chaperones;
- Provide effective co-ordination and management of the Junior Activities competition team members at all surf lifesaving competitions;

- Maintain an up-to-date knowledge of the SLSA Competition Manual and associated circulars;
- Be a member of the Junior Activities Selection Committee; and
- Assist in ensuring Marcoola Surf Life Saving Club in 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 Manual.

Responsibilities and duties

- Responsible for nippers in the Under 11; Under 12; Under 13; and Under 14 age groups;
- Co-ordinating the assembly (after selection), transport, accommodation and be responsibility for the conduct and behaviour of competitors and team;
- In conjunction with club coach/es, receive and arrange entries for carnivals;
- Record the attendance and results of competitors at carnivals and forward the latter to the Junior Activities Junior Registrar and Club Administrator;
- Submit a written report to each Junior Activities Committee Meeting;
- Assist with any displays or demonstrations required in which the club is involved;
- Attend all official briefings at events where the junior club is represented, either in person or by an appointed proxy;
- Ensure all members abide by the Codes of Conduct and have the power to discipline members of a Touring Team;
- Prepare and present a budget (if required) for each competition attended and any associated team being managed for the Junior Activities Officer;
- Be granted and maintain a 'Petty Cash' float of \$220 before the first carnival the junior club attends explicitly to fund any formal protest(s) lodged at any carnival. If/when used, receipts must be forwarded to the Junior Activities Accounts Officer. After the last carnival attended (usually the Australian Youth Championships), the Petty Cash Float shall be returned to the Junior Activities Treasurer;
- In the case of any large financial commitment, obtain the required spend approval and submit a statement with receipts and invoices within thirty days after the completion of the event; and
- Liaise with the Registrar on patrol hour requirements for surf sports competition for Junior Activities competitors holding their Surf Rescue Certificate.

Skills and Experience

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

Personal Qualities

- Good written and verbal communication skills;
- Ability to work with others;
- Neat and tidy presentation;

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

Relationships

With	Purpose
1. Junior Activities Chairperson	Provide Strategic input to all functional areas of the Junior Activities section of the club.
2. Junior Activities Junior Registrar	
3. Age Managers	
4. Junior Activities Treasurer	

Re-election Period

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