

# MARCOOLA SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Junior Activities Junior Team Manager

**Reporting To:** Junior Activities Committee

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

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### **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 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 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;
- 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 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.

### **Objectives of the Junior Activities Junior 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;

- 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 Constitution; By-Laws and the Club's Policies and Procedures.

### **Responsibilities and duties**

- Responsible for nippers in the Under 8, Under 9 and Under 10 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 and the Junior Activities Registrar 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; and
- In the case of any large financial commitment, submit a statement with receipts and invoices within thirty days after the completion of the event;

### **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

<b>With</b>	<b>Purpose</b>
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.