

# MARCOOLA SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Junior Activities Chief Water Safety Officer

**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 Chief Water Safety Officer provides direction for all water activities of the Junior Activities section of the Club including providing assistance to the Junior Activities Operations Officer, Junior Activities Coaching Co-ordinator and Junior Activities Officer in relation to their roles.

### **Pre-requisites**

To nominate for the position of Junior Activities Chief Water Safety Officer you must:

- Be a current financial member of the Club;
- Be the holder of a current Bronze Medallion;
- 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 lifesaving movement;
- 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 Policies and Procedures;
- Have a good understanding of SLSA Safety Policies as they relate to Junior Activities;
- Understand the operation of Junior Activities according to the Junior Development Resource;
- 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 a complete understanding of the liability involved in the provision of adequate and mandated water safety; and
- Have a complete understanding of the Codes of Conduct.

## Objectives of the Junior Activities Chief Water Safety Officer

- Ensure adequate water safety is provided for all Junior Activity events in accordance with the relevant policies of SLSQ and SLSA;
- Provide a report to the Junior Activities Officer of the hours of water safety performed by appropriate qualified members;
- 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 suitably qualified Junior Activities or Club members; and
- Actively encourage junior member's parents or guardians to gain water safety qualifications or higher level SLSA awards.

## Responsibilities and duties

- Consult with the Patrol Captain and the Junior Activities Operations Officer for Junior Activities training and "nipper day" programs to ensure the safest areas are used;
- Be responsible for the co-ordination of adequate water safety for all water based Junior Activities;
- Ensure all water safety personnel abide by the Codes of Conduct;
- Keep an accurate record of member's water safety hours in the appropriate log book
- Assist the Junior Activities Officer with the annual gear audit;
- Submit a written report to each Junior Activities 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 By-Laws and 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; 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. Junior Activities Officer	Provide Strategic input to all functional areas of Junior Activities.
2. Junior Activities Coaching Co-ordinator	
3. Junior Activities Operations Officer	

## Re-election Period

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

