

MARCOOLA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Junior Activities Gear and Equipment 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 Gear and Equipment Officer provides direction for all Gear and Equipment of the Junior Activities section of the Club including providing assistance to the Junior Activities Coaching Co-ordinator and Junior Activities Officer in relation to their roles.

Pre-requisites

To nominate for the position of Junior Activities Gear and Equipment Officer you must:

- Be a current financial member of the Club.
- 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;
- 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; Policies and Procedures;
- Have a strong commitment to the ideals of surf lifesaving; and
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills; and
- Have a complete understanding of the Codes of Conduct.

Objectives of the Junior Activities Gear and Equipment Officer

- Keep all Junior Activities gear and equipment in good repair and condition;
- Report to the Junior Activities Officer any damage the member is unable to repair; and
- For the purpose of implementation of such duties and with the approval of the Junior Activities Officer, have the power to call on the services of any Junior Activities member.

Responsibilities and duties

- At all times be subject the Junior Activities Officer's directions;
- Any expense to repair the Junior Activities gear and equipment shall be in line with the Purchasing Policy and Procedures;
- Assist the Junior Activities Officer with the annual gear audit; and
- Submit a written report to each Junior Activities Committee Meeting;
- Assist in the coordination of the beach set up for training and Junior Activities programs; and
- Assist in the storage and dismantling of the beach set up after training and Junior Activities programs; and
- Liaise with the Senior Club Gear and Equipment Officer.

Skills and Experience

- Minimum two 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 Accounts Officer	
4. Senior Club's Gear and Equipment Officer	

Re-election Period

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