

# MARCOOLA SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Junior Activities Age Group 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 Age Group Manager provides programs for all activities of the their particular age group including providing assistance to the Junior Activities Operations Officer and Junior Activities Team Managers in relation to their roles.

### **Pre-requisites**

To nominate for the position of Junior Activities Age Group Manager 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*;
- Be prepared to attend and pass the SLSQ or SLSA designated course;
- Not have any negative judicial findings recorded against you in the surf lifesaving movement;
- Assist in ensuring the Dicky Beach 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;
- 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.

### **Objectives of the Junior Activities Age Group Manager**

- Provide a safe and engaging junior development program for the education and enjoyment of the participants in accordance with the age award guides provided by SLSA;
- Comply with the directions of the Junior Activities Chief Water Safety Officer and the water safety requirements of SLSQ and SLSA;

- Ensure the safe return of junior members to their parents or guardian on completion of junior activities; and
- Actively encourage junior members to gain awards and be involved in appropriate surf sports competition.

### **Responsibilities and duties**

- Ensure each junior member in your age group has completed the relevant preliminary evaluation before being involved in the “Nipper” day program;
- Ensure all junior members of your age group participate in the program prepared;
- Ensure junior members of your age group complete the appropriate junior development award;
- Liaise with the Junior Activities Junior Registrar for the correct recording of junior members regarding their development awards;
- Ensure adequate water safety officers are in place for all water based activities for your age group. This should be undertaken in conjunction with the Junior Activities Chief Water Safety Officer;
- Ensure all junior members, parents and guardians abide by the Codes of Conduct;
- Comply with any direction given by the Patrol Captain of the day; and
- Keep an accurate record of members under your care and ensure junior members are signed off prior to return to their parents or guardian on completion of junior activities.

### **Skills and Experience**

- Minimum 2 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**

<b>With</b>	<b>Purpose</b>
1. Junior Activities Officer	Provide Strategic input to all functional areas of Junior Activities.
2. Junior Activities Team Manager	
3. Junior Activities Chief Water safety Officer	
4. Junior Activities Junior Registrar	
5. Patrol Captain of the day	

### **Re-election Period**

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