

# MARCOOLA SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Junior Activities Fundraising 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 Fundraising Officer provides assistance to the Junior Activities Committee in coordinating and identifying fundraising opportunities for the Junior Activities section of the Club.

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### **Pre-requisites**

To nominate for the position of Junior Activities Fundraising Officer you must:

- Be a current financial member of the Club and have been a member for a minimum of three 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;
- 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; and Policies and Procedures Manual;
- 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.

### **Objectives of the Junior Activities Fundraising Officer**

- To raise sufficient funds to assist the Junior Activities meet their budget requirements.

## Responsibilities and Duties

- Be responsible and coordinate the fundraising activities for the Junior Activities section;
- Identify opportunities for raising money on behalf of the Junior Activities section of the Club;
- Coordinating fundraising activities, ensuring maximum involvement of Junior Activities members;
- Educating Junior Activities Members of the need and importance of fundraising to the whole Club;
- Assisting all areas of the Club with fundraising activities;
- Provide a monthly report to the Junior Activities Committee regarding fundraising activities; and
- Be a member of the Club's Fundraising Sub-Committee to ensure fundraising and social events schedules for the club do not clash.

## Skills and Experience

- Good verbal and written expression;
- Innovative thinker;
- Minimum three (3) years general life saving 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   |
|-----------------------------|---|
| Junior Activities Committee | Provide Strategic input to all functional areas of the club |
| Fundraising Committee       |   |
| Club Administrator          |   |
| Club Secretary              |   |

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## Re-election Period

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