



MOOLOOLABA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Junior Activities Registrar

Reporting To: Junior Activities Committee

Financial Delegation: Nil (Junior Activities Chairperson to approve)

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

Purpose of the Position

The Junior Activities Registrar provides management in relation to recording details of all junior members of the Junior Activities section of the Mooloolaba Surf Life Saving Club, including providing assistance to the Junior Activities Committee members in relation to their roles.

Pre-requisites

To nominate for the position of Junior Activities Registrar you must:

- Be a current financial member of the Club and a Club member 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; and
- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000* (or be exempt).
- Not have any negative judicial findings recorded against you in the surf lifesaving movement;
- Have a complete understanding of the Codes of Conduct;
- 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 applying to Junior Activities.

Objectives of the Junior Activities Registrar

- In liaison with the Club Registrar, keep a register of all members, and make any necessary notation thereon from time to time;
- Maintain an up-to-date knowledge of the latest methods of surf lifesaving database; and
- Assist in ensuring the Junior Activities section 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.

Responsibilities and Duties

- In conjunction with the Club Registrar, be responsible for a high standards of recording on the SLSA database (Surfguard), including but not limited to, all members' details; all examinations; inter and intra-club competition results;
- Liaise with the Junior Activities Team Manager on patrol hour requirements for surf sports competition for Surf Rescue Certificate qualified members; and
- Submit a written report to each Junior Activities Committee Meeting.

Skills and Experience

- Minimum three (3) years general lifesaving involvement; and
- Experience working in a volunteer organisation, preferably with surf life saving

Personal Qualities

- Good written and verbal communication skills;
- 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

1. Junior Activities Chairperson
2. Junior Activities Surf Sports Officer
3. Club Coaches
4. Nipper & Surf Sports Administration Officer
5. Junior Activities Registrar
6. Age Managers
7. Junior Activities Treasurer

Re-election Period

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