



MOOLOOLABA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Junior Activities Surf Sports Officer

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 Surf Sports Officer provides strategic guidance and leadership in support of all Surf Sports functions of the club including providing assistance to the Director of Surf Sports in relation to their role.

The primary focus is to ensure the club functions in a professional and corporate manner and its Junior Surf Sports Functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and the members of Mooloolaba Surf Life Saving Club.

Pre-requisites

To nominate for the position of Junior Activities Surf Sports Officer 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 which includes a good understanding of financial statements, administration needs and the ability to speak in public;;
- Have a strong commitment to the ideals of surf lifesaving;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skill;
- Have a complete understanding of the Codes of Conduct applying to Junior Activities and Surf Sports.; and

- Have knowledge of the legal requirements of surf lifesaving and contemporary issues affecting the organisation.

Objectives of the Junior Activities Surf Sports Officer

- Motivate the Junior Surf Sports Committee to maintain a positive, modern, forward- thinking approach to the growth and development of the Mooloolaba Surf Life Saving Club, through the implementation of modern governance, a modern Constitution, By-Laws and updated Policies and Procedures;
- As the Junior Activities Surf Sports Officer, represent the Mooloolaba Surf Life Saving Club in a professional, positive and appropriate manner in accordance with each situation;
- Ensure a high standard of volunteer management practices are maintained;
- Ensure the Mooloolaba 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;
- Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct;
- Observe and encourage others to comply with the By-Laws and Policies and Procedures as prescribed in the Policies and Procedures Manual, including providing reports and other requested information on the appropriate reporting templates; and
- Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgement;
- Obtain a Level 1 coaching accreditation; and
- Encourage other coaches or potential coaches to undertake their Level 1 accreditation.

Responsibilities and Duties

General Commitment

By nominating for the position of Junior Activities Surf Sports Officer of Mooloolaba Surf Life Saving Club you are giving an undertaking to the members of the club that you will commit to the following standards:

- Provide the level of leadership within the Junior Surf Sports portfolio including strategic guidance for all disciplines of SLSA Surf Sports events;
- Develop and manage the annual budget for Junior Surf Sports, submit the prepared budget to the Junior Activities Treasurer by March annually;
- Liaise with the Director of Surf Sports regarding the management of coaching contracts for all contracted coaches employed by the Club to ensure Junior Activities interests are represented;
- Liaise with the Junior Activities Chairperson to promote the development of Nipper member's into the senior club surf sports events;
- Undertake to provide the Junior Activities Committee with open accountable reporting;
- Strive to move the club forward in a positive and professional manner;
- Develop and support the implementation of the Club's Strategic Plan with a view to further enhance and develop the long term strategic blueprint for the Club's future; and
- Work positively and supportively with SLSA and SLSQ to develop harmonious organisational relationships.

Qualifications

No formal qualifications are required; however, general business management related qualifications would be a definite advantage.

Skills and Experience

- Minimum three (3) years general lifesaving involvement;
- General experience as a competitor within surf lifesaving; 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;
- Neat and tidy presentation;
- 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. Director of Surf Sports
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.