



# MOOLOOLABA SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title: Age Manager**

**(multiple positions)**

**An Assistant Age Manager is to support an Age Manager with the duties below, with the Age Manager retaining all responsibility.**

**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**

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### **Purpose of the Position**

The Age Manager provides programs for all activities of their age group including aiding the Junior Activities Chairperson and Junior Activities Team Managers in relation to their roles.

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### **Pre-requisites**

To nominate for the position of an Age Manager 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 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).
- Be prepared to attend and pass the SLSQ or SLSA designated course (Age Manager Award);
- Be prepared to obtain and hold a lifesaving award – either an observers award, surf rescue certificate or bronze medallion.
- 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 Age 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 two (2) 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 Chief Water Safety Officer
3. Junior Activities Surf Sports Officer
4. Club Coaches
5. Junior Activities Registrar
6. Patrol Captain of the Day

**Re-election Period**

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