



# MOOLOOLABA SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Junior Activities Chief Water Safety 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**

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### Purpose of the Position

The Junior Activities Chief Water Safety Officer provides direction for all water activities of the Junior Activities section of the Club including providing assistance to the Junior Activities Chairperson and the Junior Activities Surf Sports Officer in relation to their roles.

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### Pre-requisites

To nominate for the position of Junior Activities Chief Water Safety Officer you must:

- Be a current financial member of the Club and a Club member for a minimum of two years;
- Be the holder of a current Bronze Medallion;
- 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 Water Safety Officer**

- Ensure adequate water safety is provided for all Junior Activity events in accordance with the relevant policies of SLSQ and SLSA;
- Provide a report to the Junior Activities Chairperson of the hours of water safety performed by appropriate qualified members;
- For the purpose of implementation of such duties and with the approval of the Junior Activities Chairperson, have power to call on the services of any suitably qualified Junior Activities or Club members; and
- Actively encourage junior member's parents or guardians to gain water safety qualifications or higher level SLSA awards.

## **Responsibilities and Duties**

- Consult with the Patrol Captain and the Junior Activities Chairperson for Junior Activities training and "nipper day" programs to ensure the safest areas are used;
- Be responsible for the co-ordination of adequate water safety for all water based Junior Activities;
- Ensure all water safety personnel abide by the Codes of Conduct;
- Keep an accurate record of member's water safety hours in the appropriate log book;
- Assist the Junior Activities Gear Steward with the annual gear audit;
- Submit a written report to each Junior Activities Committee Meeting;
- Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct; and
- Observe and encourage others to comply with the Policies and Procedures as prescribed in the By-Laws and Policies and Procedures Manual, including providing reports and other requested information on the appropriate reporting templates.

## **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. Patrol Captain of the Day
5. Age Managers

## **Re-election Period**

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