



MOOLOOLABA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Junior Activities Gear Steward

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 Gear Steward provides direction for all Gear and Equipment of the Junior Activities section of the Club including providing assistance to the Junior Activities Surf Sports Officer and the Junior Activities Chairperson in relation to their roles.

Pre-requisites

To nominate for the position of Junior Activities Gear Steward you must:

- Be a current financial member of the Club;
- 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 Gear Steward

- Keep all Junior Activities gear and equipment in good repair and condition;
- Report to the Junior Activities Chairperson any damage the member is unable to repair; and
- For the purpose of implementation of such duties and with the approval of the Junior Activities Chairperson, have the power to call on the services of any Junior Activities member.

Responsibilities and Duties

- Any expense to repair the Junior Activities gear and equipment shall be in line with the Purchasing Policy and Procedures;
- Undertake the annual gear audit;
- Submit a written report to each Junior Activities Committee Meeting;
- Assist in the coordination of the beach set up for training and Junior Activities programs; and
- Assist in the storage and dismantling of the beach set up after training and Junior Activities programs.

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 Surf Sports Officer
3. Club Coaches
4. Age Managers

Re-election Period

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