



MOOLOOLABA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Junior Activities Team Manager

(2 positions – U8-10 and U11-14)

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 Team Manager provides administration in co-ordinating the competition measures for the Junior Activities section of Mooloolaba Surf Life Saving Club competitors including providing assistance to the Junior Activities Officer, Registrar, Junior Activities Coaching Co-ordinator, Junior Activities Junior Team Manager, and Team Coaches in relation to their roles.

Pre-requisites

To nominate for the position of Junior Activities Team 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 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 Team Manager

- Abide by the Code of Conduct for Team Managers, Age Managers and Chaperones;
- Provide effective co-ordination and management of the Junior Activities competition team members
- Maintain an up-to-date knowledge of the SLSA Competition Manual and associated circulars;
- Be a member of the Junior Activities Selection Committee; and
- Assist in ensuring Mooloolaba Surf Life Saving Club in working towards the mission and vision of the Strategic Plan and implementing the Operational Plan in accordance with the Club's Constitution; By-Laws and Policies and Procedures.

Responsibilities and duties

- Responsible for nippers before, during and after carnivals in the:
 - Under 8; Under 9; and Under 10 age groups; or
 - Under 11; Under 12; Under 13; and Under 14 age groups;
- Co-ordinating the assembly (after selection), transport, accommodation and be responsible for the conduct and behaviour of competitors and team;
- In conjunction with club coach/es, receive and arrange entries for carnivals;
- Record the attendance and results of competitors at carnivals and forward the latter to the Junior Activities Registrar and Nipper & Surf Sports Administration Officer;
- Submit a written report to each Junior Activities Committee Meeting;
- Assist with any displays or demonstrations required in which the club is involved;
- Attend all official briefings at events where the junior club is represented, either in person or by an appointed proxy;
- Ensure all members abide by the Codes of Conduct and have the power to discipline members of a Touring Team;
- Prepare and present a budget (if required) for each competition attended and any associated team being managed for the Junior Activities Committee;
- Obtain the required financial approval from the delegate (Junior Activities Chairperson) prior to any expenditure; and
- Liaise with the Registrar on patrol hour requirements for surf sports competition for Junior Activities competitors holding their Surf Rescue Certificate (where applicable).

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;
- 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. Junior 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.