

Scarboro Surf Lifesaving Club
Job Description – Youth Development Officer



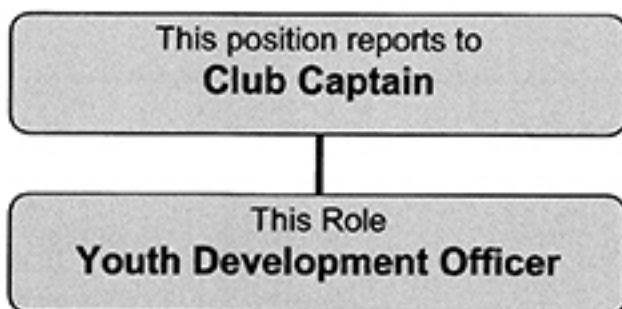
1. Position

Youth Development Officer

2. Position Purpose

Responsible for the development and progression from Junior to Senior membership in the club, by establishing membership progression paths with critical achievements established as the members progress through the age groups.

3. Key Relationships



4. Approved by

Director of Administration

Name: Nick Stewart

Date: 28 June 2013

Club President

Name: Elise Irwin

Dated: 28 June 2013

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5. Major Responsibilities **Key Accountabilities**

- Encourages Youth Members to gain SLSA awards
- Liaise with the Education Officer to ensure to ensure relevant proficiencies are obtained
- Liaise with Social Officer for social/fundraising events
- Liaise with other Officers on the transition and integration of Junior Members within the Club
- Liaise with other similar organisations to create further development opportunities
- Encourages Youth Members to compete in intra and inter club events
- Monitoring the implementation of new initiatives
- Promote the Scarboro SLSC annual scholarships
- Appoints additional support in the form of a Youth Committee where required

6. Primary Accountability **Performance Measures**

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|------------------------|---|
| Budget | Submits a youth budget for approval |
| Meetings | Attends Club meetings as required |
| Reporting | Provides reports when required |
| Club Policies | Youth membership to comply with Club policies |
| Lifesaving & Education | Youth members are proficient and meet patrol hours requirements |

7. Required Competencies

- Adjudicate in the event of a complaint or dispute, where appropriate
 - Ability to organise and delegate tasks
 - Understanding of budget compliance
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
 - Working with Children clearance
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