

# Scarboro Surf Life Saving Club

## Job Description – Assistant Junior Activities Age Group Manager



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### 1. Position

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Assistant Junior Activities Age Group Manager (AGM) – V070419

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### 2. Position Purpose

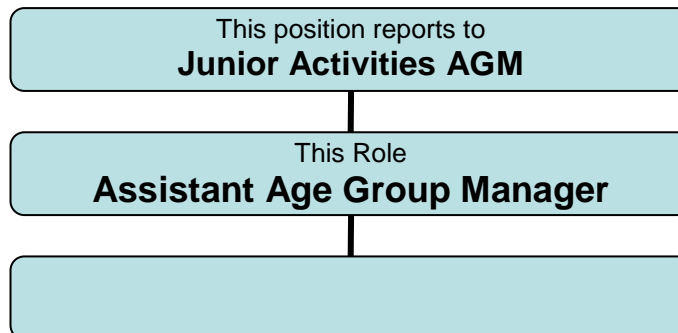
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Responsible for assisting in the management of an Age Group of Junior Activities members

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### 3. Key Relationships

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### 4. Approved at Board meeting 7/4/2019

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### 5. Mandatory Requirement

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Be in possession of a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.

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### 6. Major Responsibilities

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- Assist the Age Group Manager in the safe management and delivery of activities designed to develop the surf skills of Junior members relevant to their age group
- Liaise with other Officers on the transition & integration of Junior Members into the senior activities of the Club
- Encourage Junior age group members to participate in intra and inter club activities and events, as may relevant to their age group
- Work with the Age Group Manager to deliver the weekly program for age group members
- Encourage parents to get involved with their children
- Assist the Age Group Manager in the set up of gear & equipment for weekly activation
- Comply with the Club's constitution and policies

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### 7. Primary Accountability

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Junior Age Group members develop the skills necessary to gain SLSA Awards and participate in surf sports events	Junior activities schedule is delivered in accordance with the program
Season program of activities for the ongoing development of Junior members is delivered	Meetings are attended and reports submitted as and when required
Junior activities gear & equipment relevant to the age group is set up for use as required	Club policies and directions of the Board complied with

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### 8. Required Competencies

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- Adjudicate in the event of a complaint or dispute, where appropriate
  - Ability to organise and delegate tasks
  - Communicate effectively and possess good interpersonal skills
  - Maintain confidentiality on relevant matters
  - Aware of the Club's constitution and policies
  - Aware of SLSA / SLSWA policies as applied to Junior activities
  - Holder of SLSA SRC desired
  - Competency in basic surf skills desired
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