

Scarboro Surf Life Saving Club

Job Description – Assistant Junior Activities Officer



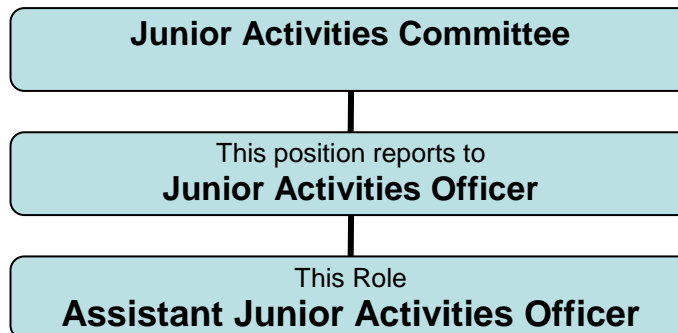
1. Position

Assistant Junior Activities Officer – V070419

2. Position Purpose

Responsible for assisting the Junior Activities Officer in the management and conduct of all Junior Surf Life Saving activities in the Club

3. Key Relationships



4. Approved at Board meeting 7/4/2019

5. Mandatory Requirement

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

- Responsible for assisting the Junior Activities Officer in overseeing the activities of Junior members
- Assist Age Group Managers to set the agenda for each season's activities
- Assist the Junior Activities Officer in the development of a budget for the provision of resources and skill development of Junior Members
- Liaise with other Officers on the transition & integration of Junior Members into the senior activities of the Club
- Encourage Junior Members to participate in intra and inter club activities and events as may be appropriate to their age
- Responsible for ensuring that all gear and equipment relevant to the junior arena/s is available at all junior carnivals
- Deputise for the Junior Activities Officer on occasions when they are not available for duty
- Comply with the Club's constitution and policies

7. Primary Accountability

Junior Members develop the skills necessary to gain SLSA Awards and participate in surf sports events

Junior activities budget is developed and submitted for approval in a timely manner

Season program of activities for the ongoing development of Junior members is developed and implemented

Meetings are attended and reports submitted as and when required

Junior activities gear & equipment is well maintained and available for use as required

Club policies and directions of the Board complied with

8. Required Competencies

- Adjudicate in the event of a complaint or dispute, where appropriate
 - Ability to organise and delegate tasks
 - Understanding of budget compliance
 - Holder of SLSA BM desired
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
 - Has attended an Age Group Managers course
 - Understanding of the Club's constitution and policies
 - Understanding of SLSA / SLSWA policies as applied to Junior activities
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