



<b>ROLE</b>	<b>Junior Activities Chairperson (Dry Position)</b>
<b>Purpose</b>	Ensure the operation of junior activities programs meet the requirements for developing, nurturing and providing opportunities for the next generation of surf lifesavers
<b>Responsible to</b>	Executive Committee
<b>Time Commitment</b>	Approximately 10 hours per week in season (may increase at times due to seasonal demand) Approximately 5 hours per week in the off-season
<b>Responsibilities &amp; Duties</b>	<ul style="list-style-type: none"> <li>● Coordination of all Junior Activities</li> <li>● Identify issues and potential solutions to recommend to the Management Committee</li> <li>● Responsible for providing advice, direction and coordination for Age Managers</li> <li>● Monitoring the implementation of new initiatives</li> <li>● To work with Management to set the agenda for each season's activities</li> <li>● Chair the Age Managers meetings and regularly report to the Management Committee on the progress of junior activities program</li> <li>● Develop annual plan to ensure each nipper obtains the relevant level of surf education</li> <li>● Work closely with the parents, Youth Development Officer, Chief Training Officer, Water Safety Coordinator, Canteen Coordinator, Junior Registrars, Carnival Nominations Officer, Patrol Captain (who is in charge on nippers day), IRB Captain, Official and Team Managers, Junior Gear and Equipment Officer, Admin Team including Junior Secretary, Uniform Officer, Promotions Officer.</li> <li>● Prepare for and undertake annual branch nipper program audit</li> <li>● Distribute relevant correspondence to the Age Managers</li> <li>● Submit reports to the Management committee</li> <li>● Ensure that all members are adhering to child safety procedures</li> <li>● Attend 2 day annual junior forums at branch</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>● QLD Observers</li> <li>● Age Manager Accreditation</li> <li>● Current Blue Card and up to date on CRYMS.</li> </ul>

**Required**

- Identify situations that require Member Protection policy and procedure
- Capacity to negotiate and resolve issues with a range of people
- Good organisation and problem solving skills with the ability to delegate tasks
- Excellent communication and interpersonal
- Ability to work as part of a team
- Maintain confidentiality and discretion on relevant matters
- Friendly, positive and enthusiastic
- Good time management
- Must be a financial member of the Club
- Candidates must also be the holder of a current Blue Card