



ROLE	Junior Secretary
Purpose	The junior secretary is the key administrative officer of the Junior Activities Coordinator and is responsible as the coordinating link between members
Responsible to	Junior Activities Coordinator
Time Commitment	Approx 4 hours per week (depending on seasonal demand)
Responsibilities & Duties	<ul style="list-style-type: none">● Organise sign on and proficiencies● Manage age group folders and update weekly● Upload weekly attendance sheets into database● Record surf education attendances for nippers● Keep Deputy JAC and Age Managers up to date on at-risk nippers (ie nippers who may not pass Surf Ed qualification)● Organise Junior AGM in conjunction with JAC and take minutes
Knowledge & Skills Required	<ul style="list-style-type: none">● Be at least 16 yo● Communicate effectively● Maintain confidentiality on relevant matters● Able to use Microsoft Office, Google Drive and Spreadsheets as needed● Candidates must also be the holder of a current Blue Card● Must be a financial member of the Club