



Position Description

TRAINING & EDUCATION OFFICER

The Junior Activities **Training & Education Officer** is primarily responsible for the management of junior awards and the maintenance of awards for all persons working with the junior area (e.g. water safety officers, age managers, etc.). The Junior Activities Training & Education Officer plays a key role in the support of the club's Chief Training Officer.

RESPONSIBLE TO: Junior Activities Chair

RESPONSIBILITIES:

- Responsible for the training and assessment arrangements for the Junior Age Awards
- Work in conjunction with the Club's Chief Training Officer, Junior Activities Programs Coordinator, and Age Managers/ leaders
- In conjunction with the Chief Training Officer, actively train or recruit qualified members for JA water safety and Age Manager roles
- Organise specific educational programs and events to further the education of the JA membership

SKILLS/ATTRIBUTES:

- Ability to organise and delegate tasks
- Communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic
- Willingness to continually update knowledge and qualifications required for this position

REQUIREMENTS:

- Be a financial member
- Be the holder of a current "Blue Card" or "Exemption Notice" issued by the Commission for Children and Young People and Child Guardian
- Hold a current Training Officer certificate