

### JUNIOR ACTIVITIES REGISTRAR

PURPOSE: The Junior Activities Registrar is responsible for the accurate and timely registration of all junior activities members/families, age managers, coaches, officer, and supporting members through the club Registrar

RESPONSIBLE TO: Junior Activities Chairperson/President

RESPONSIBILITIES:

- Work in conjunction with the club Registrar
- Maintain a true and correct record of all Junior Activities Members in SLSQ Membership Database program – SurfMate
- Provide membership reports to Branch and relevant information/reports to the Club Management Committee as required.

KNOWLEDGE & SKILLS REQUIRED:

- Maintain confidentiality on relevant matters
- Communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic
- Good working knowledge of computers
- Ability/willingness to learn functions of the SLSQ SurfMate program

SPECIAL REQUIREMENTS:

- Be a financial member of (insert club name) Surf Life Saving Club;
- Be the holder of a current "Blue Card" or "Exemption Notice" issued by the Commission for Children and Young People and Child Guardian