



MUDJIMBA SURF LIFE SAVING CLUB INC. JUNIOR ACTIVITIES COORDINATOR – POSITION DESCRIPTION

ROLE: Establish, co-ordinate and report all operational aspects relating to the U6 through to the U14 age groups

RESPONSIBLE TO: Management Committee

RESPONSIBILITIES AND DUTIES (By-Law 4.19):

- As per any express provisions made in the Club's Constitution and By-Laws
- Be chairperson of the Junior Activities Committee;
- Be responsible for the conduct and co-ordination of all matters relating to Junior Activities, refer to Appendix F of the Club By-Laws;
- In conjunction with the Club Captain and Chief Training Officer provide for Junior Members, an education experience in a wide range of subjects and skills within the aquatic/marine environment;
- Prepare junior members (Nippers) for their eventual transition to the marine and patrol environment of Surf Life Saving;
- Participate in all such activities;
- be a member of the Club Management Committee;

- Chair all meetings of the JAC Committee at which they are present and shall exercise a general supervision over the affairs of the JAC.
- They shall be an Executive Officer of the Club and shall represent the JAC on the Branch JAB.
- The Chair shall, when presiding at a meeting, have a deliberative and a casting vote.
- They shall submit an Annual Report of the JAC to the Club and submit regular reports to Club management. (By-Law Appendix F 2.1)

- Attend Management Committee Meetings (Constitution – Section C, 1.5)

Other Responsibilities and Duties:

- Coordinate Junior Activities
- Submit reports to the Management Committee
- Coordinate programs within the budget outcomes
- Manage and support Age Managers and Assistants
- Distribute resources and relevant correspondence when required
- Monitoring the implementation of new initiatives

Mudjimba Surf Life Saving Club Inc.

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COMMITTEES AND REPRESENTATION

Management Committee

Executive Committee

Junior Activities Committee (Chair) (By-Law Appendix F 2.1)

APPENDIX "F"

1.2 The Objects and Duties of the JAC shall be:

- a) The responsibility for the conduct and co-ordination of all matters relating to Junior Activities.
- b) To provide for Junior (Nipper) members an educational experience in a wide range of subjects and skills within the aquatic/marine environment.
- c) To prepare Junior (Nipper) members for their eventual transition to the marine and patrol environment of the Senior section of the Movement
- d) To provide for the instruction and the conduct of examinations of Junior (Nipper) members willing to gain the Junior Age Awards.
- e) To organise, in conjunction with the Club, the instruction and/or examination of Junior (Nipper) members willing to gain the Resuscitation Certificate, and/or the Surf Life Saving Certificate of the SLSA of A.
- f) To provide rules and regulations for the conduct of Junior Activities for Junior (Nipper) members who have attained the age of seven (7) but who have not attained the age of fourteen (14) years. (Constitution clause B.3.2)
- g) To endeavour to raise finance to provide for the foregoing objects.

JAC Sub Committees:

- **Age Manager and Team Managers Committee**
A Sub-Committee comprised of the Age Managers and the Team Manager shall select the competitors and teams for all inter/intra Club competitions and carnivals and may alter such selections at its discretion, and its decision shall be final. (By-Law Appendix F 1.7 d)
- **Canteen Committee (if required)**

Branch Junior Activities Representative

KNOWLEDGE AND SKILLS REQUIRED:

- Completion of Age Manager Course
- Ability to organise and delegate tasks
- Maintain confidentiality on relevant matters
- Good administration skills
- Good communication skills
- Friendly, positive and enthusiastic

This is a voluntary position and carries no salary or designated hours.