

# Scarboro Surf Lifesaving Club

## Job Description – Junior Officer



---

### 1. Position

---

Junior Officer

---

### 2. Position Purpose

---

Responsible for all Junior Surf Life Saving activities conducted by the Club

---

### 3. Key Relationships

---



---

### 4. Approved by

---

#### Director of Administration

Name: Nick Stewart

Date: 28 June 2013

#### Club President

Name: Elise Irwin

Dated: 28 June 2013



---

### **5. Major Responsibilities**

### **Key Accountabilities**

---

Responsible for providing advice, direction and coordination for Age Managers

Work with Age Group Managers to set the agenda for each season's activities

Chair the Age Managers meetings and regularly report to the Beach Operations Committee on the progress of the junior groups

Liaise with the Education Officer to ensure to ensure relevant awards are gained by junior members

Liaise with Social Officer for social/fundraising events

Meet regularly with Coach/s to monitor competitors performances and team selections

Appoint discipline coaches to run sessions for junior members

Liaise with other Officers on the transition and integration of Junior Members within the Club

Liaise with appropriate personnel on training programs and talent identification

Encourages Junior Members to compete in intra and inter club events

To ensure that all gear and equipment relevant to the junior arena/s is available at all carnivals

Monitoring the implementation of new initiatives

Appoints additional support in the form of a Junior Committee where required

# Scarboro Surf Lifesaving Club

## Job Description – Junior Officer



---

### 6. Primary Accountability

### Performance Measures

---

Budget	Submits a junior budget for approval
Meetings	Attends Club meetings as required
Reporting	Provides reports when required
Club Policies	Junior membership to comply with Club policies
Lifesaving & Education	Junior competitors are proficient and meet patrol hours requirements

---

### 7. Required Competencies

---

- Adjudicate in the event of a complaint or dispute, where appropriate
  - Ability to organise and delegate tasks
  - Understanding of budget compliance
  - Communicate effectively and possess good interpersonal skills
  - Maintain confidentiality on relevant matters
  - Has attended an Age Group Managers course
  - Working with Children clearance
-