



## Role Description - Director (Junior Activities)

**Role:** The Director (Junior Activities) has overall responsibility for the Club's junior and youth activities programs.

**Responsible To:** Club President and Board.

**Responsibilities:** The Director (Junior Activities) is responsible for:

1. Management of the club junior activities team and providing appropriate oversight of their activities
2. Coordinating all functions associated with the provision of a program that will facilitate the transition of junior/youth members into advanced lifesaving and competition activities
3. Responsible for reviewing and implementing directives/policies for club junior and youth development and training provided by LSV and SLSA
4. Responsible for organising all award and non-award training required by the junior activities team to deliver the club's junior and youth activities programs.
5. Providing a report at each Board meeting on their area of responsibility to the Secretary
6. Providing an annual report on their area of responsibility to the Secretary prior to the AGM
7. Liaising regularly with the President on their area of responsibility
8. HLSC Delegate (voting member) of the LSV Youth & Leadership Development Council

**Member of:** Club Board and the Club Junior Activities Team.

### Knowledge & Skills Required:

#### 1. Essential

- a. Age Group Manager Facilitator
- b. Has a full understanding of the club's junior and youth education programs and a commitment to the principles of junior and youth participation in lifesaving
- c. Has a full understanding of the program requirements for junior and youth activities and training in the following areas of their responsibility, including Nippers, YIPS, water safety, equipment and award/non-award training
- d. Is able to organise and delegate effectively to their team members
- e. High degree of leadership skills and is a strong communicator
- h. Is able to allocate consistent weekly effort to the performance of the responsibilities and duties of the Director (Junior Activities)
- i. Possess a Working with Children check

#### 2. Desirable

- a. A previous office holder in the junior activities team
- b. A background in junior or youth education
- c. A parent of a current or previous junior member

**Duration of Appointment:** Two years.

**Method of Appointment:** The Director (Junior Activities) is appointed by a vote of members at an election held at the Club AGM in accordance with the Club Constitution.

**Estimated Time Commitment Required:** The estimated time commitment required from the Director (Junior Activities) is 8 hours per week during the season.



# Junior Activities Team





## Role Description – Nipper Coordinator

**Role:** The Nipper Coordinator has overall responsibility for the delivery of the nippers program.

**Responsible To:** Director (Junior Activities).

**Responsibilities:** The Nipper Coordinator is responsible for:

1. Developing, in consultation with the Junior Activities team, a surf education program that facilitates the transition of junior members into advanced lifesaving and surf sport competition activities
2. Coordinating all beach side functions associated with delivering the club's nipper program
3. To conduct training sessions for nippers with an awareness of their skill levels, prevailing weather conditions and achievable outcomes
4. Providing a safe, welcoming and encouraging environment for all participants
5. Organising and assisting with the training and assessment, including Working with Children checks, and ongoing development of Age Group Manager, Assistants and Water Safety Officer awards in conjunction with the Director (Junior Activities) and the Chief Instructor
6. Bringing to the attention of the Director (Junior Activities) all breaches of discipline on the part of the age group training team
7. Providing to the Director (Junior Activities) a rolling three year budget, for the purchase, replacement and repair of nipper equipment
8. Working with the Director (Junior Activities) to review and implement directives/policies for junior participation in lifesaving provided by LSV and SLSA
9. Contributing to the Director (Junior Activities) report to each Board meeting, and their annual report on their area of responsibility prior to the AGM
10. Liaising regularly with the Director (Junior Activities) on their area of responsibility

**Member of:** Club Junior Activities Team.

**Knowledge & Skills Required:**

### 1. Essential

- a. Holds an Age Group Manager qualification
- b. Has excellent communication skills
- c. Has a clear understanding and commitment to the principles of junior and youth participation in lifesaving
- d. Is able to plan and schedule a surf education program
- e. Is able to allocate consistent weekly effort to the performance of the responsibilities and duties of the Nipper Coordinator
- f. Possesses a Working with Children check

### 2. Desirable

- a. Holds a lifesaving award
- b. Has training or education background
- c. Age Group Manager Facilitator

**Duration of Appointment:** One year.

**Method of Appointment:** The Nipper Coordinator is appointed by the Club Board in accordance with the Club Constitution.

**Estimated Time Commitment Required:** The estimated time commitment required from the Nipper Coordinator is 6 hours per week during the nipper season.



## Role Description – Junior Leaders Coordinator

**Role:** The YIPs Coordinator has overall responsibility for the delivery of the Club YIPs program.

**Responsible To:** Director (Junior Activities).

**Responsibilities:** The YIPs Coordinator is responsible for:

1. Liaising with LSV to gain support for the club YIPs program, including ordering YIPs handbooks and program rewards
2. Encouraging and promoting the YIPs program to club youth members (13-17 year old)
3. Identifying and encouraging suitable club members to act as mentors to YIPs participants
4. Ensuring that YIPs mentors and supervisors have completed Working with Children checks
5. Delivering a club YIPs program that facilitates and encourages the transition of youth members into advanced lifesaving and surf sport competition activities
6. Assisting YIPs participants in planning and conducting YIPs social activities
7. Coordinating YIPs Gold level projects
8. Ensuring all YIPs activities are conducted in a safe, welcoming and encouraging environment for all participants
9. Bringing to the attention of the Director (Junior Activities) all breaches of discipline on the part of YIPs participants, supervisors or mentors
10. Providing to the Director (Junior Activities) a rolling three year budget for the YIPs program
11. Contributing to the Director (Junior Activities) report to each Board meeting, and their annual report on their area of responsibility prior to the AGM
12. Liaising regularly with the Director (Junior Activities) on their area of responsibility

**Member of:** Club Junior Activities Team.

**Knowledge & Skills Required:**

### 3. Essential

- a. Has excellent communication skills
- b. Experienced in working with young people
- c. Has a clear understanding and commitment to the principles of youth participation in lifesaving
- d. Is able to identify and develop youth leaders in the club
- e. Is able to allocate consistent weekly effort to the performance of the responsibilities and duties of the YIPs Coordinator
- f. Possesses a Working with Children check

### 4. Desirable

- a. Holds a lifesaving award
- b. Has training or education background

**Duration of Appointment:** One year.

**Method of Appointment:** The YIPs Coordinator is appointed by the Club Board in accordance with the Club Constitution.

**Estimated Time Commitment Required:** The estimated time commitment required from the YIPs Coordinator is 1-2 hours per week during the nipper season.



## Role Description – Junior Coaches Coordinator

**Role:** The Junior Coaches Coordinator has overall responsibility for the delivery of the Junior Coaches Program.

**Responsible To:** Director (Junior Activities).

**Responsibilities:** The role is responsible for:

1. Promoting the Junior Coaches Program and attracting new coaches.
2. Assisting coaches with completion of the Level 1 or Level 2 Surf Coach Program online program and assessments.
3. Engaging a high performance coach to run the practical Surf Coach training and to assess new coaches.
4. Running a presentation ceremony alongside new SRC and BM candidates each year and organizing certificates, hi vis vests and caps.
5. Managing RSVPs, rostering and checking off attendance of coaches at Nippers across the season.
6. Ensuring vouchers are presented on a fortnightly basis to coaches and finalized at the end of the season.
7. In conjunction with the Nipper Coordinator, developing the program for Nippers each week, along with conducting risk assessments and contingencies if inflatable equipment can't be used.
8. Briefing coaches prior to the commencement of Nippers each week.
9. On-beach mentoring of coaches and enrolment of additional mentors.

**Member of:** Club Junior Activities Team.

**Knowledge & Skills Required:**

### 1. Essential

- a. Has excellent communication skills
- b. Experienced in working with young people
- c. Has a clear understanding and commitment to the principles of youth participation in lifesaving
- d. Is able to identify and develop youth leaders in the club
- e. Possesses a Working with Children check

### 2. Desirable

- a. Holds a lifesaving award
- b. Has training or education background

**Duration of Appointment:** One year.

**Method of Appointment:** The Junior Coach Coordinator is appointed by the Board, upon the recommendation of the Director Junior Activities.

**Estimated Time Commitment Required:** The estimated time commitment required from the Junior Coaches Coordinator is 8 hours per week during the nipper season. This role can be shared.



## Role Description – Water Safety Coordinator

**Role:** The Water Safety Coordinator has overall responsibility for coordinating water safety for junior activities.

**Responsible To:** Director (Junior Activities).

**Responsibilities:** The Water Safety Coordinator is responsible for:

1. Planning the water safety requirements, in consultation with the Junior Activities team, to allow safe delivery of the club surf education program
2. Coordinating all water safety functions associated with delivering the club's nipper program, including water safety officer allocation to areas and activities
3. To monitor surf conditions with a mind to participants skill levels, prevailing weather conditions and safety
4. Ensure that the water activities are delivered with at least the minimum water safety officer ratio to participants (1:5)
5. Supervise water safety officers so that they provide a safe and encouraging environment for all nipper participants, including ensuring they coach participants, where appropriate, in surf skills
6. Bringing to the attention of the Director (Junior Activities) all breaches of discipline by a water safety officer
7. Contributing to the Director (Junior Activities) report to each Board meeting, and their annual report on their area of responsibility prior to the AGM
8. Liaising regularly with the Director (Junior Activities) on their area of responsibility

**Member of:** Club Junior Activities Team.

### Knowledge & Skills Required:

#### 1. Essential

- a. Holds as a minimum the following awards: Bronze Medallion and Basic Beach Management (Silver Medallion).
- b. Has a clear understanding and commitment to the principles of junior and youth participation in lifesaving
- c. Is able to coordinate and schedule water safety officer rosters, and supervise and mentor water safety officers
- d. Is able to allocate consistent weekly effort to the performance of the responsibilities and duties of the Water Safety Coordinator
- e. Possesses a Working with Children check

#### 2. Desirable

- a. Is or has been a patrolling member
- b. Has good communication skills

**Duration of Appointment:** One year.

**Method of Appointment:** The Water Safety Coordinator is appointed by the Club Board in accordance with the Club Constitution.

**Estimated Time Commitment Required:** The estimated time commitment required from the Water Safety Coordinator is 2 hours per week during the nipper season.



## Role Description – Nipper Equipment Gear Steward

**Role:** The Nipper Equipment Gear Steward has overall responsibility for the purchase, replacement and repair of the club's nipper equipment.

**Responsible To:** Director (Junior Activities).

**Responsibilities:** The Nipper Equipment Gear Steward is responsible for:

1. Maintaining all nipper equipment to LSV and/or SLSA (whichever is higher) approved standards
2. Developing and maintaining a changeover timetable and repair schedule for nipper equipment
3. Providing to the Director (Junior Activities), in consultation with other Junior Activities team members, a rolling three year budget for the purchase, replacement and repair of all nipper equipment
4. Ensuring, in consultation with the Club OH&S Officer, that all safety regulations for the handling and storage of all nipper equipment and consumables are met and that all members are kept informed of these regulations
5. Is responsible for maintaining the club equipment shed is in a clean and orderly condition
6. Advising the Director (Junior Activities) and Nipper Coordinator of repairs to equipment immediately it is damaged
7. Contributing to the Director (Junior Activities) report to each Board meeting, and their annual report on their area of responsibility prior to the AGM
8. Liaising regularly with the Director (Junior Activities) on their area of responsibility

**Member of:** Club Junior Activities Team.

### Knowledge & Skills Required:

#### 3. Essential

- a. Possesses a knowledge of equipment storage and handling, as well as related safety regulations
- b. Is able to plan and schedule equipment care and maintenance
- c. Is able to allocate consistent weekly effort for the maintenance of nipper equipment and, when necessary, to allocate time for emergency repairs
- d. Possesses a Working with Children check

#### 4. Desirable

- a. Is or has been an active patrolling member

**Duration of Appointment:** One year.

**Method of Appointment:** The Nipper Equipment Gear Steward is appointed by the Club Board in accordance with the Club Constitution.

**Estimated Time Commitment Required:** The estimated time commitment required from the Nipper Equipment Gear Steward is 3-4 hours per week during the patrol season.



## Role Description – Nipper Captains

**Role:** The Nipper Captains will be junior members identified as future club youth leaders and may act as club team captains as required. The positions are intended to provide leadership development opportunities for junior members. The intention is that there be a male and female nipper captain.

**Responsible To:** Director (Junior Activities).

**Responsibilities:** The Nipper Captains are responsible for:

1. Fostering and promoting participation in club activities by junior members
2. Fostering and promoting parental involvement in club youth and junior activities
3. Acting as team captains as appropriate
4. Assist, as appropriate, in the coaching of younger junior members at nippers
5. Provide suggestions for new and/or improvements to nipper activities at the club

**Member of:** Club Junior Activities Team.

### Knowledge & Skills Required:

#### 1. Essential

- a. Must be a participating nipper in the Under 14 age group
- b. Proactive and enthusiastic
- c. Hold or working toward gaining a Surf Rescue Certificate
- d. Is able to allocate consistent weekly effort during the patrol season to their role as Nipper Captain

#### 2. Desirable

- a. A participant in the club YIPS program
- b. A competing surf sport participant

**Duration of Appointment:** One year.

**Method of Appointment:** The Nipper Captains are appointed by the Club Board in accordance with the Club Constitution.

**Estimated Time Commitment Required:** The estimated time commitment required of the Nipper Captains is 1-2 hours per week during the season.



