

Junior Activity Chair Role Description

POSITION	REPORTS TO	DATE REVIEWED
Junior Activity Chair	Club President	May 2023

PURPOSE STATEMENT

The Junior Activity Chair (JAC) works closely with the club management team to plan and coordinate the program of junior activities, including nippers, for the club each season. They work closely with Age Managers and assist them to carry out their roles effectively.

ROLES & RESPONSIBILITIES

All Junior Activity Chairs will:

- Assist with the coordination and delivery of junior activities
- Coordinate the training and induction for Age Managers
- Provide advice, direction and support for Age Managers
- Work with the club management team to plan the junior activities each season
- Coordinate with other areas of the club to deliver the junior activities e.g. education and training team, coaches and surf sports, water safety supervisor/personnel
- Ensure all club documentation is completed, and submit reports as required to the club management team
- Be aware of club sponsorship policies and club constitution
- Promote and comply with SLSA Child Safe Policy

Depending on their skills, experience and availability, some Junior Activity Chairs will also:

- Coordinate and chair Age Manager meetings
- Monitor the implementation of new initiatives in the junior activity space
- Deliver training and induction sessions for Age Managers
- Identify issues/opportunities and potential solutions, and make recommendations to the club management committee

Key Challenges

- Ensuring compliance with Age Manager training requirements, water safety ratios, Working with Children Checks and safeguarding practices
- Dealing with challenging behaviour from parents, age managers, or other volunteers

Role Requirements

- Completed the SLSNSW Junior Activity Chair Training Course
- Hold a current SLSA Age Manager Course Award
- Hold a current WWCC (if applicable)
- Complete the Child Safe Awareness Course
- Be a current, financial club member

ESSENTIAL KNOWLEDGE AND SKILLS

- Excellent communication and interpersonal skills
- Ability to work as part of a team
- Knowledge of local beach and surroundings
- Knowledge of child development, and child behaviour
- Capacity to negotiate and resolve issues with a range of people
- Understanding of SLSA Child Safe Policy and Member Protection Policy
- Ability to seek assistance and support when required

CHARACTERISTICS

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| <ul style="list-style-type: none">• Confident• Organised• Resilient• Good prioritisation skills• Friendly, positive and enthusiastic | <ul style="list-style-type: none">• Ability to work with a range of people• Good time management• Passionate |
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KEY STAKEHOLDER RELATIONSHIPS

- Nippers and Nipper parents/families
- Age Managers
- Water Safety Supervisor and Water Safety Personnel
- Club Management Team