

Fremantle Surf Life Saving Club

Position Description

Manager Junior Development



Purpose:

- To manage and monitor the Club's Junior Development activities to ensure that the Club's legal, regulatory and financial obligations are met
- To act as a focal point at operations level for Junior Development

Reports to:

- Director of Development

Qualifications:

- Financial member of the Club, with voting rights
- Proficient holder of current SLSA award – Age Group Manager as well as Bronze Medallion preferred
- Current National Police Clearance or Working With Children Clearance

Key Competences:

- Good understanding of Junior Development and SLSA Junior Education requirements
- Effective communicator with good interpersonal skills
- Effective report writing skills
- Effective team leadership skills
- Ability to maintain confidentiality
- Ability to deal with others honestly, ethically and with integrity

Approved by: James Birkmanis – Director of Administration

Date: 24/04/2018

Revision: 1

Accountabilities:

- Uphold the Constitution and Bylaws of the Club, and promote the Club's values through actions and words
- Preparation and monitoring of the Junior Development elements of the Club's annual Budget (inclusive of the purchase and maintenance of equipment)
- Act as first point of contact for Junior Development operational issues
- Manage the inventory, purchase and maintenance of Junior Development equipment
- Manage and monitor Fremantle SLSC, SLSA and SLSWA Junior Development communications (including Newsletters, Bulletins and Circulars) to ensure the obligations to all stakeholders are met
- Attend (or provide a suitable delegate) SLSWA Junior Development forums
- Manage and monitor the Club's Junior Development activities (including education and surf sports) to ensure that they are conducted with safety, integrity and responsibility
- Ensure that the Club's Junior Development obligations to SLSWA and other stakeholders are met
- Assist in the development of succession plans for key reporting positions and identify potential candidates
- Attend and manage quarterly (or as required) Junior Development Committee meetings and be accountable for the distribution of meeting minutes
- Attend scheduled Fremantle SLSC Management meetings
- Promote effective vertical communication between the Board and Junior Development Committee
- Support to the Director of Development when requested
- Manage and monitor Junior Development events (including registration day, new members morning tea, junior proficiency swim, Sunday club and nipper camp)
- Annual reporting to the Club (including any financial reporting required by the Board, and preparation of sections of the Club's Annual Report, if required)

Key Performance Indicators:

- Attendance at least 75% of the scheduled Fremantle SLSC Management meetings
- Attendance at least 75% of the scheduled Junior Development Committee meetings
- Ensure 100% of the Club's Junior Development commitments are met