

# Fremantle Surf Life Saving Club

## Position Description

### Manager Youth Development



#### Purpose:

- To manage and monitor the Club's Youth 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 Youth 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 Youth Development and SLSA Youth 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: Cath Morgan – President ~~James Birkmanis – Director of Administration~~

Date: 07/24/042/20189

Revision: 21

#### Accountabilities:

- Uphold the Constitution and Bylaws of the Club, and promote the Club's values through actions and words
- Preparation and monitoring of the Youth Development elements of the Club's annual Budget (inclusive of the purchase and maintenance of equipment)
- Act as first point of contact for Youth Development operational issues
- Manage the inventory, purchase and maintenance of Youth Development equipment
- Manage and monitor Fremantle SLSC, SLSA and SLSWA Youth Development communications (including Newsletters, Bulletins and Circulars) to ensure the obligations to all stakeholders are met
- Attend (or provide a suitable delegate) SLSWA Youth Development forums
- Manage and monitor the Club's Youth Development activities (including education and surf sports) to ensure that they are conducted with safety, integrity and responsibility
- Ensure that the Club's Youth Development obligations to SLSWA and other stakeholders are met
- Assist in the development of succession plans for key reporting positions and identify potential candidates
- Manage and establish the Youth Development Committee who will be responsible for day to day operational aspects of the Youth Program within the club guidelines, policies and strategic plan.
- Manage and attend minimum quarterly (or as required) Youth 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 Youth Development Committee
- Support to the Director of Development when requested
- Manage and monitor Youth Development events (including participation at registration day, new members morning tea, Sunday Youth activities and other activities eg Camps etc.
- 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)
- Interface with Junior Development team as required to support effective transition of Junior Members into Youth and ongoing interaction of Youth with Junior programs.

#### Key Performance Indicators:

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