



TORQUAY SURF LIFE SAVING CLUB INC.

ABN 95 834 027 136 A0002714R

All Correspondance to PO Box 193 Torquay 3228

Administration Ph. (03) 5261 4110 Fax Ph. (03) 5261 4209

Website www.torquayslsc.com.au E-mail info@torquayslsc.com.au

Position: Director of Junior Development

Purpose: The Junior Development Director has overall responsibility for the club's nipper program playing a fundamental role within the Nippers program and has the overall responsibility for the care, safety, well-being and development of the junior lifesaver. The Director of Junior Development will lead the Nipper Sub-Committee providing the leadership and resources in all areas of nipper program delivery.

Desirable Attributes:

Administration Skills

Well organised and a good communicator

Dedication and loyalty

Goal oriented and self-motivated

Decision making and delegation

Leadership of other staff/volunteers

Personal Qualities

Lots of energy and enthusiasm

An interest in people

Initiative, tact, discretion and good listening skills

Good understanding and knowledge of the organization and its activities

Specific duties include but are not limited to:

- Liaise with Director of Lifesaving to ensure enough training for future IRB, official and Bronze courses are conducted each year for the ongoing sustainability of the nipper training programs
- Set annual budget and submit to board for approval
- Responsible for seeking out and utilising expertise from within the club where you may not have the skills and understandings in any areas of program delivery.
- Responsible for reviewing and implementing any directives/policies provided by state center and national council as the pertain to Nippers
- Responsible for reporting at each committee meeting on area of management
- Submit an annual report on area of management to the Club Secretary prior to the AGM
- Liaise with President & Club Captain on a regular basis on area of management
- Lead and oversee both the competition and Summer Holiday Programs through the Nipper Sub Committee
- Overall responsibility for the care, safety, wellbeing and development of the nipper programs.
- Responsible for facilitating the development of surf lifesaving skills (surf awareness, etc.) and personal skills (e.g. confidence, teamwork, leadership, etc) through resource utilisation

- Oversee the delivery of a learning program that encourages and develops young surf lifesavers through delivery of the relevant surf education program, competency assessments and award compliance
- Responsible for coordinating the annual nipper camp in conjunction with nipper sub committee
- Write the Nipper hand book at the commencement of each season for distribution to all parents.
- Ensure all new families are made welcome and understand how they can get involved in the program.
- Responsible for ensuring a club approved State Uniform is sourced and produced each year
- Ensure Nipper Club Captain selection guidelines followed and adhered to
- Promotion via sub-committee of programs to broader community