

Mullaloo Surf Life Saving Club Inc.

PO Box 119, Hillarys WA 6923
Phone (08) 9307 7766 • Fax (08) 9307 7769
www.mullaloosurf.com.au • e-mail: info@mullaloosurf.com.au



Family, safety, respect, excellence, integrity and unity.

POSITION DESCRIPTION: MANAGER: JUNIOR DEVELOPMENT

Purpose

- Provide management and support for the effective coordination and development of Junior Activities
- Availability as the key contact for matters concerning members of the Junior Activities division of the club

Qualifications

- Financial member of Mullaloo Surf Life Saving Club
- Holder of a recognised Surf Life Saving Australia award
- Holder of a current and clear Police/Security clearance check

Scope of Accountability

- Develop and implement operational plans within the portfolio to meet the strategic outcomes of the Club
- Promotion of the development pathway in the club and in surf lifesaving, for Junior Activities members and their parents
- Development of Age Group Managers to support the on-going needs of the club
- Management and coordination of Junior Activities club days
- Management and coordination of Junior social activities
- Effective management of the Junior Activities portfolio providing members with a range of training, skills development and competitive experiences appropriate to age and ability
- Coordination of key activities including, but not limited to, the Junior Activities pre-Christmas Club day, Juniors Annual Trophy Day, Club, inter-club and State Championship competitions
- Management and coordination of qualified Officials and Water Safety personnel for both Junior club days and interclub competition
- Management and coordination of Junior proficiency requirements and maintain relevant records
- Management and coordination of Junior education requirements and maintain relevant records
- Coordination of Junior Club day sausage sizzle
- Preparation of monthly and annual reports on activities within the portfolio
- Regular attendance at relevant meetings with effective contribution to the meeting process and decision making
- Establishment and maintenance of club committees relevant to the portfolio:
 - Junior Committee
- Provide representation of the club at relevant surf life saving forums
- Promotion of the club to the community of Western Australia
- Direct liaison with counterparts at other surf life saving clubs

Reports To

- General Manager: Development

Direct Reports

- All club Officers providing services to the portfolio:
 - Age Group Managers

Originated: 18/11/2005
Revised: 28/06/2012

Mullaloo Surf Life Saving Club Inc.

PO Box 119, Hillarys WA 6923
Phone (08) 9307 7766 • Fax (08) 9307 7769
www.mullaloosurf.com.au • e-mail: info@mullaloosurf.com.au



Family, safety, respect, excellence, integrity and unity.

- Age Group Liaisons
- Junior Equipment Maintenance Officer
- Chairpersons of subcommittees operating within the portfolio:
 - Junior Committee
- Indirect reports (positions with direct reporting to the Manager: Coaching)
 - Surf sports disciplines coaches, e.g. swim, board, flags, sprint, etc.
 - Competition Officials (Juniors)

Key Performance Indicators

- Effective management of the Junior portfolio providing members with a range of training, skills development, social and competitive experiences appropriate to age and ability
- Efficient coordination of key activities including, but not limited to, club competitions, interclub and State Championship competitions
- Efficient coordination of qualified Competition Officials and Water Safety personnel for both Junior club days and interclub competition
- Efficient coordination of standard club days
- Provision of accurate and timely information to Junior Activities members and their parents through the club Officers serving the portfolio
- Effective contribution to a safe and healthy environment for all aspects of surf club activities regardless of location
- Attend all relevant meetings (minimum 75% attendance)
- Attend relevant Surf Life Saving forums as club representative
- Attend (either self or an appropriate delegate) all committee meetings relevant to the portfolio
- Timely and accurate monthly and annual reports
- Accurate reporting on the full range of Junior Activities