

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: YOUTH DEVELOPMENT

Purpose

- Provide management and support for the coordination of youth development in the club
- Availability as the key contact for matters concerning Youth within 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
- Manage and coordinate youth activities for our 14 to 25 year old age group
- Promotion of the development pathway in the club and in surf lifesaving, for members
- Effective management of the Youth portfolio providing members with a range of training, skills development, social and competitive experiences appropriate to age and ability
- 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:
 - Youth Panel
- 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
- Preparation of monthly and annual reports on activities within the portfolio

Reports To

- General Manager: Development

Direct Reports

- Youth Panel

Key Performance Indicators

- Effective management of the Youth portfolio providing members with a range of training, skills development and patrolling experiences appropriate to areas of interest for the youth members of the time
- Efficient organisation of key youth activities and involvement forums at club, state and national level
- Monitoring the effectiveness of planned activities involving Youth members of the club for retention and development of Youth members
- Development, coordination and monitoring of programs which target youth development as individuals and within surf lifesaving
- Provision of accurate and timely information to Youth members through the club Officers serving the portfolio
- Efficient organisation of the Youth portfolio that promotes continuing involvement and development of members

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- 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) meetings relevant to the portfolio:
 - Youth Committee
- Timely and accurate monthly and annual reports