**Junior Activity Chairperson**

**Role Description**

|  |  |
| --- | --- |
| **POSITION** | **REPORTS TO** |
| Junior Activity Chairperson | Club President |
| **PURPOSE STATEMENT** |
| The Junior Activity Chairperson (JAC) plays a key role in the coordination and delivery of an inclusive and engaging nipper program that teaches core water safety skills and supports the transition of junior members into future lifesavers. They work closely with Age Managers and assist them to carry out their roles effectively.  |
| **ROLES & RESPONSIBILITIES** |
| **All Junior Activity Chairs will:*** Drive the coordination and delivery of the club junior activities program.
* Develop, nurture and lead junior members within the club.
* Recruit and coordinate the training and induction for Age Managers and other volunteer helpers.
* Provide advice, direction and support for Age Managers and other volunteer helpers.
* Work with the club management team to ensure the junior activities program aligns with the strategic plan and club goals.
* Coordinate with other areas of the club to support the junior activities program e.g. education and training team, coaches and surf sports, water safety supervisor/personnel.
* Support and monitor the implementation of new initiatives in the junior activity space.
* Identify issues/opportunities and potential solutions and make recommendations to relevant committees.
* Ensure all club documentation is completed correctly and in line with SLSQ requirements.
* As required, attend and submit reports to the club and branch committees.
* Coordinate and chair Junior Activities sub-committee meetings.
* Abide by SLSQ, SLSA and club policies and procedures.
* Promote and comply with SLSA Child Safe Policy and legislation.
* Ensure a safe and respectful working environment for staff, volunteers and junior members.
* Escalate breaches to policy, procedure and code of conduct to the President (or authorised alternative) promptly.

**Recommended Role & Skill Requirements** * Financial member of the club.
* Minimum 18 years of age.
* Hold a current Working with Children Check & completed Child Safe Awareness course.
* Understanding of the Junior Activities program and prior experience in surf lifesaving.
* Good organisation and critical thinking skills with the ability to delegate tasks.

**Time Commitment:**  The position of Club Junior Activities Chair is a voluntary position which requires a commitment of time and energy to complete the duties of the position. It would be anticipated that the role would require a time commitment of 12 to 20 hours per week. |