

JUNIOR ACTIVITIES CO-ORDINATOR

Responsible to: Executive & Management Committees

RESPONSIBILITIES AND DUTIES

- Assist with the coordination of Junior Activities
- Identify issues and potential solutions to recommend to the Management Committee
- Responsible for providing advice, direction and coordination for Age Managers
- Monitoring the implementation of new initiatives
- To work with the Management Committee to set the agenda for each season's activities
- Chair the JAC meetings and regularly report to the Management Committee on the progress of the junior groups
- Work as required with the Chief Training Officer, Coaching Coordinator, March Past, Surf and Beach Coaches, Water Safety Coordinator and Club Registrars to ensure satisfactory outcomes for the Club
- Distribute relevant correspondence to the Age Managers
- Submit reports to the Surf Club committee

KNOWLEDGE AND SKILLS RECOMMENDED

- Identify situations that require Member Protection policy and procedure
- Capacity to negotiate and resolve issues with a range of people
- Good organisation and problem-solving skills with the ability to delegate tasks
- Excellent communication and interpersonal
- Ability to work as part of a team
- Maintain confidentiality and discretion on relevant matters
- Friendly, positive and enthusiastic
- Good time management
- Have a completed WWCC, if not exempt.