



Junior Activities Coordinator Position Description

Position	Location	Position Description Completed
Junior Activities Coordinator	Camden Haven Surf Life Saving Club	10 June 2025
SLS Branch Authority		SLSNSW Authority
Branch Director of Membership		SLSNSW State Director of Membership / SLSNSW Membership Team Staff

PURPOSE STATEMENT

The Junior Activity Coordinator (JAC) manages and coordinates the Junior Activity Management team and Program. The JAC aims to collaborate with Club Management to establish the agenda for the season's activities and support the coordination and delivery of these activities throughout the season.

ROLE AND RESPONSIBILITIES

All Junior Activity Coordinators will:

- Assist with the coordination and delivery of Junior Activities
- Coordinate training and induction for Age Managers
- Responsible for providing advice, direction and coordination for Age Managers
- Work with Management to set the agenda for each season's activities
- Coordinate with other areas of the club to deliver junior activities e.g. education and training team, coaches and surf sports, water safety team members
- Ensure all club documentation is completed, and submit reports to the Surf Club Committee
- Be aware of club sponsorship policies and the club constitution
- Be aware of and implement safeguarding practices within the club and with club members

Depending on their skills, experience and availability, some Junior Activity Coordinators will also:

- Coordinate and chair Age Manager meetings
- Monitor the implementation of new initiatives
- Deliver training and induction sessions for Age Managers
- Identify issues and potential solutions to recommend to the Management Committee

ROLE ENTRY REQUIREMENTS

- Be a current, financial member of SLSNSW Club or service
- Completed the SLSNSW Junior Activity Chair Training Course
- Be a qualified SLSA Age Manager
- Hold a current Working with Children Check (WWCC)

KEY CHALLENGES IN THE ROLE

- Ensuring compliance with Age Manager Qualifications, Water Safety Ratios, Working with Children Checks and safeguarding practices
- Succession planning

SELECTION CRITERIA

ESSENTIAL KNOWLEDGE AND SKILLS

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| <ul style="list-style-type: none">• Ability to seek assistance and support when required• Ability to work as part of a team• Capacity to negotiate and resolve issues with a range of people• Excellent communication and interpersonal skills | <ul style="list-style-type: none">• Knowledge of child development and child behaviour• Knowledge of the local beach and surroundings• Understanding of Safeguarding practices and member protection |
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PERSONAL CHARACTERISTICS

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| <ul style="list-style-type: none">• Ability to adapt style• Ability to work with a range of people• Confident• Friendly, positive and enthusiastic• Good prioritisation skills | <ul style="list-style-type: none">• Good time management• Organised• Passionate• Professional yet affable• Resilient |
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KEY STAKEHOLDER RELATIONSHIPS

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| <ul style="list-style-type: none">• Age Managers• Nippers and Nipper Parents• Previous and other current holders of the role• SLS Club Member Protection Information Officer | <ul style="list-style-type: none">• SLS Club Management Team members• SLSNSW Branch and SLSNSW authorities• Water Safety Supervisor and Teams• SLS Club Safety Officer |
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