

Responsible to: Club President

RESPONSIBILITIES AND DUTIES

- Responsible for all matters pertaining to Nipper Members aged 6-14 years, co-ordinate all activities.
- The Vice President – Youth Services is charged with the responsibility of managing the general operations of Toowoomba Bay SLSC pertaining to members aged 6 – 14 years.
- Be responsible for ensuring adequate safety equipment, procedures and personnel are operational on club training days.
- Ensure, as much as possible, that the safety of all “Nippers’ is paramount when attending carnivals or events staged away from the Club. In the event that the surf and or weather conditions at the Club Training Day or Carnival are deemed unsuitable or unsafe, the Vice President Youth Services has the authority to withdraw competitors from events. Such a decision will not be made lightly and will be made after suitable consultation with Age Managers, Nipper Parents and event co-ordinators.
- Will represent the rights and interests of Toowoomba Bay Surf Life Saving Club at Branch, Interbranch, State and Australian Nipper Conferences and/or meetings.
- Be subject at all times to directions or guidelines as to the incurring of any costs as set by the Executive Committee
- Co-ordinate all youth related applications for programs within the Club.
- Co-ordinate participants for Leadership and other development programs (with Youth Development Officer) and organise Junior Lifesaver of the Year award and any related applications for state and regional programs.
- Be primary contact for all youth related matters within the Club.
- Identify issues and potential solutions to recommend to the Executive/Management Committees
- Liaise with Club committee members and Club youth.
- Responsible for providing advice, direction and co-ordination for Age Managers
- Chair the Age Managers meetings and regularly report to the Executive on the progress of junior groups.
- Distribute relevant correspondence to Age Managers
- Submit reports to the Club Committee
- Work with training officers, coaches (?), delegates, water safety co-ordinator, and Registrar to maintain satisfactory outcomes for the Club
- Monitoring the implementation of new initiatives
- To work with Management to set the agenda for each seasons’ activities
- Club contact for Nippers and Memberships SLSNSW and SLSA.
- Organise end of season awards, trophies and certificates.

KNOWLEDGE AND SKILLS REQUIRED

- SLSA Bronze Medallion - desired but not essential
- SLSA Official – desired but not essential
- SLSA Level 1 Coach – desired but not essential.
- Identify situations that require Member Protection policy and procedure
- Competent computers skills.
- Organised and able to delegate tasks.
- Possess good communication and interpersonal skills. Good time management
- Friendly, positive and enthusiastic
- Capacity to negotiate and resolve issues with a range of people, good problem-solving skills, and work as part of a team
- Must maintain confidentiality and discretion on relevant matters at all times
- Friendly and approachable.
- Aware of Member Protections and other State, Branch and Club policies.
- Have completed WWCC (Working With Children Check)