

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	
<p>All Junior Activity Chairs will:</p> <ul style="list-style-type: none">• 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. <p>Recommended Role & Skill Requirements</p> <ul style="list-style-type: none">• 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. <p>Time Commitment:</p> <p>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.</p>	

Deputy Junior Activity Chairperson

Role Description

POSITION	REPORTS TO
Deputy Junior Activity Chairperson	Junior Activities Chairperson
PURPOSE STATEMENT	
The Deputy Junior Activity Chairperson supports the Junior Activity Chairperson (JAC) in the coordination and delivery of an inclusive and engaging nipper program. This role assists in teaching core water safety skills and facilitates the development of junior members into future lifesavers. The Deputy JAC plays a critical support role in operational tasks and provides ongoing assistance to Age Managers and other volunteers.	
ROLES & RESPONSIBILITIES	
<p>All Deputy Junior Activity Chairs will:</p> <ul style="list-style-type: none">• Support the coordination and delivery of the club's junior activities program.• Assist in the recruitment, training, and induction of Age Managers and volunteer helpers.• Provide operational support, guidance, and encouragement to Age Managers and helpers.• Work closely with the JAC and club management team to ensure the program aligns with strategic goals.• Liaise with other areas of the club (e.g., education and training, coaches, surf sports, water safety personnel) to support junior activities.• Help implement new initiatives in the junior activity space.• Assist in identifying issues or opportunities and contribute to solution development and recommendations.• Ensure documentation and reporting duties are completed as delegated by the JAC.• Attend Junior Activities sub-committee meetings and represent the JAC when required.• Uphold and promote SLSQ, SLSA, and club policies and procedures.• Champion compliance with SLSA Child Safe Policy and relevant legislation.• Support a safe, inclusive, and respectful environment for all participants and volunteers.• Report any breaches of policy, procedure, or conduct to the JAC or President promptly. <p>Recommended Role & Skill Requirements</p> <ul style="list-style-type: none">• 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. <p>Time Commitment:</p> <p>The Deputy Junior Activities Chairperson is a voluntary position. The expected time commitment may range from 6 to 12 hours per week, varying with season demands and delegated responsibilities.</p>	

Age Manager

Role Description

POSITION	REPORTS TO
Age Manager	Junior Activities Chairperson
PURPOSE STATEMENT	
An Age Manager plays a key role in developing junior members into future surf lifesavers, providing programs and guidance in a safe, friendly environment. They progressively challenge participants to expand their water safety and lifesaving skills while ensuring their engagement and wellbeing. The Age Manager also fosters confidence, leadership, and teamwork, coordinating group activities and communicating with parents	
ROLES & RESPONSIBILITIES	
<p>All Age Managers will:</p> <ul style="list-style-type: none">• Setting clear expectations for children and parents• Closely supervise activities, providing direction and support to Nippers and Water Safety• Continually conduct head counts throughout all activities.<ul style="list-style-type: none">○ When moving the group.○ In and out of the water.○ At the start and end of new activities.• Ensure attendance records are accurately maintained and stored safely• Creating an inclusive environment that provides Nippers with equitable access to and opportunities to participate in the activities.• Create a safe and welcoming environment.• Explain inherent risks associated with planned activities to children and parents• Working closely with Water Safety and other personnel to ensure the safe delivery of activities <p>Weekly duties may include:</p> <ul style="list-style-type: none">• Check the weather.• Access the JDR to plan your lessons, with the weather in mind.• Participate in a briefing with JAC, water safety and the patrol to identify hazards and mitigate risk.• Ensure all Nippers sign in/out of your session.• Deliver a program that builds on knowledge in a welcoming and safe environment. <p>Role & Skill Requirements</p> <ul style="list-style-type: none">• Financial member of the club.• Minimum 16 years of age.• Hold a current Working with Children Check & completed Child Safe Awareness course (if 18 years or older)• Proficient Age Manager qualification. <p>Note Age Manager duties will vary between clubs, speak to your Junior Activities Coordinator about your responsibilities at Nippers.</p>	

Water Safety Supervisor

Role Description

POSITION		REPORTS TO
Water Safety Supervisor		Junior Activities Chairperson/Patrol Captain
PURPOSE STATEMENT		
The water safety supervisor is the team leader for the water safety team and responsible for ensuring that the water safety plan is appropriately applied to suit the conditions, the activity and the ability of the participants.		
ROLES & RESPONSIBILITIES		
All Water Safety Supervisors will:		
<ul style="list-style-type: none">• Ensure safety of all activity participants and that the appropriate water safety plan is in place, suitable to the conditions and meeting the minimum requirements of this procedure.• Conduct and document a pre activity risk assessment and develop a water safety plan with appropriate ratios.• Consult with Patrol Captain/ Lifeguard on duty (if applicable) NOTE: that the Patrol Captain/Lifeguard is the ultimate authority on the beach (notwithstanding Local and State Government requirements / Legislation).• Always remain on the beach in the activity area, providing coordination and a point of contact for the water safety team.• Conduct ongoing risk assessments, ensure risks are addressed as required and the water safety plan is implemented appropriately.• Be aware at all times of the safety and welfare of those involved in the activity and act immediately if they have safety concerns.• Manage any incidents as required.• Supervise Water Safety Personnel (WSP):<ul style="list-style-type: none">○ Ensure WSP are qualified, proficient and are wearing the appropriate uniform.○ Ensure that the most suitable rescue equipment is available.○ Ensure all activity participants are briefed on the conditions likely to be encountered during the activity.○ Request that WSP advise the WSS of their competency levels in relation to the activity and conditions and if they have any pre-existing ailments that may impact on their participation.		
Role & Skill Requirements		
<ul style="list-style-type: none">• Financial member of the club.• Minimum 18 years of age.• Hold a current Working with Children Check & completed Child Safe Awareness course.• Proficient SLSA Bronze Medallion (required)• Proficient Silver Medallion Patrol Captain/ Silver Medallion Beach Management (recommended)		
Note		
The above information on responsibilities and requirements for a Water Safety Supervisor are taken directly from the SLSA Water Safety Policy.		