



## Position Description - draft

**Title:** Junior Activities Captain

**About:** Responsible for all Junior Activities matters affecting the Club.

**Reports to:** President

**Responsibilities:**

- The Junior Activities Captain shall be responsible for initiating and controlling activities relevant to Junior Activity (“Nipper”) members.
- Act as Delegate to Surf Life Saving Sydney Northern Beaches Inc. and report back to Management Committee on issues relevant to Club.
- When required be the Club representative at all Association meetings or seminars on Junior Activities.
- Be prepared to attend as far possible, all Management Committee meetings and Junior Activities Committee meetings of the Club.
- Undertake any agreed task assigned by the President or the Management Committee.
- Prepare an annual report.

**Committees:**

- Be a member of the Management Committee and the Junior Activities Committee.
- Act as Chair of the Junior Activities Committee

**Qualifications:**

- Be a member of Whale Beach Surf Life Saving Club Inc.

**Skills:**

- Strong time management and organisational skills.
- Ability to work unsupervised and be self-motivated.

**Date:** 7 July 2016