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## DIRECTOR OF JUNIOR ACTIVITIES

**Reports to:** President

**Functional Relationships:** All Committee Members

**External Relationships:** SLS SNB  
SLS NSW

**Key Responsibilities:**

- Develop and chair a Nipper sub-committee.
- Coordinate all Nipper committee responsibilities and activities.
- Liaise with the club Function Manager regarding the use of club facilities for Nipper functions.
- Liaise regularly with the club captain to ensure adequate water safety officers are present at Nipper training and competition events.
- Via the club newsletter, disseminate information of nipper events to club members and nipper parents.
- Actively encourage parent participation in Nipper programs (e.g. age managers).
- Liaise with the Director of Administration and Registrar to ensure those parents assisting have a current 'working with children check' in accordance with the working with children act, 2005.
- Liaise with the Director of Finance and Director of Administration regarding all income and expenditure associated with the club Nipper program.
- Liaise with the club Director of Education to coordinate Nipper training programs for the season.
- Liaise with the Director - Member Service for club exposure of the Nipper program, in the local media.

**Desirable Attributes:**

- SLSA Bronze Medallion
- Excellent communication skills
- Good time management
- Capacity to negotiate and resolve issues with a range of people
- Maintain confidentiality
- Identify situations that require Member Protection policy and procedure
- Able to organise and delegate tasks
- Ability to work as part of a team
- SLSA Level 1 Official (preferred)
- SLSA Level 1 Coach (preferred)

**Meetings:** Committee Meetings – Second Tuesday of each month  
Branch Junior Activities Meetings and report back to Club Committee

**Budget Support:** Phone costs reimbursed for all club related calls

The Director of Junior Activities is elected at the AGM for a two (2) year term each year of an even number