



Surf Life Saving Central Coast

Director of Youth Activities






Responsible to:

Board of Directors






Responsible for:

Board of Youth Activities (BOYA)













Functional Relationships:

-  Board of Directors
-  Board of Youth Activities (BOYA) and Managers
-  CEO
-  Support Officer/s (Marketing and Member Development and/or Club Development)
-  Clubs











Responsibilities:

-  Ensure effective leadership, direction and management of Board of Youth Activities in all of its operations
-  Be innovative and strive for continuous improvements in the way in which we engage our junior members
-  Ensure implementation of all relevant SLSA, SLSNSW and SLSCC policies
-  Be the Branch Safeguarding champion and Member Protection advocate
-  Prepare monthly reports for presentation to Directors and Council Meetings.

Desirable Attributes:

-  Demonstrated rapport with SLSCC personnel
-  The ability to inspire and influence strategic direction
-  Sound leadership skills
-  Sound organisational skills
-  Sound time management skills
-  Sound computer skills - Microsoft office, excel and outlook
-  Sound oral and written communication skills
-  Public speaking ability
-  Good negotiation skills
-  Willingness to learn new skills
-  Ability to prepare and manage basic budgets successfully
-  Ability to work in a team environment.

Statement of Duties:

-  In consultation with managers and appropriate staff, review existing activities, realise and create a Business Strategy Plan for the portfolio which shall be presented to the Directors for promulgation to the Council.
-  Ensure adherence to SLSCC budgets.
-  Advise SLSCC with reports and evidence based recommendations received from support officer/s, appropriate staff, members and other forums, established from time to time to consider for the enhancement of the portfolio.
-  Act as chair person of conferences and forums, called together to consider youth activities, such as but not limited to; member development, youth leadership, age managers, junior activities programming, inclusion, member protection and safeguarding.
-  Act as chair person of BOYA meetings.
-  Attend BOYA meetings and advise, by standard reporting protocol, of strategic recommendations relative to the management of Youth Activities.
-  Attend Board of Directors and SLSCC meetings.
-  Be prepared to undertake programs to give advice when so requested by the SLSCC, the president or the Chief Executive Officer.
-  Be prepared to attend all council and other national, staff and board meetings, conferences and forums which are convened and will affect upon youth activities and member development.
-  Be a Director of Surf Life Saving Central Coast.

Time Commitment

The position of SLSCC Director of Youth Activities is a voluntary position which requires a commitment of time and energy required to complete the duties of the position.