



Surf Life Saving Central Coast

Position Description: Manager of Member Development

Responsible to:

Board of Membership Services (BOMS)

Reports to:




Director of Membership Services

Functional Relationships:










-  Director of Membership Services
-  Club Youth Development Officers
-  Duke of Edinburgh
-  Club Management Committees
-  Support Officer
-  BOYDM

Responsibilities:

Oversee the delivery of the following program in clubs:




-  Duke of Edinburgh Award
-  Club Conference
-  Leadership Programs – Future Leaders, Youth Camps

Desirable Attributes:



-  Sound organisational skills
-  Sound time management skills
-  Sound computer skills - Microsoft office, excel and outlook.
-  Public Speaking ability
-  Sound leadership skills
-  Excellent written & oral communication ability
-  Able to manage people effectively
-  Willing to learn new skills if necessary
-  Ability to work in a team environment.

Statement of Duties:



Duke of Edinburgh's Award

-  Liaise with Duke of Edinburgh Club Coordinators
-  Monitor each clubs Duke of Edinburgh programs and obtain monthly reports from them.
-  Liaise with the project officer to ensure the organisation and development of the Duke of Edinburgh's Award









Club Conference

-  Liaise with the project officer to ensure the organisation and development of the Club Conference.
-  Review, obtain reports and obtain suggestions on the Club Conference

Leadership Programs

-  Liaise with the project officer to ensure the organisation and development of the Future Leaders Program.
-  Review the Future Leaders Program and obtain reports and suggestions for it.

Administration

-  Be a Manager for the BOYDM.
-  Initiate visits to clubs on member development matters
-  As required, assist in youth development activities.
-  Be prepared to undertake additional programs and give advice or same when so requested by the Director of Membership Services.
-  Advise the Board upon reports and recommendations received from officers, appropriate staff, members and other forums, established from time to time to consider and recommend upon development matters.
-  Attend the BOYDM meetings and provide monthly reports
-  Be prepared to attend meetings, conferences and forums which are convened and will affect upon Member development.
-  Contribute to an annual review of the Board of Membership Services Programs

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| Time Commitment |
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The position of SLSCC Manager of Member Development is a voluntary position which requires a commitment of time and energy required to complete the duties of the position.