



Surf Life Saving Central Coast

Position Description: Manager of Membership and Recognition





Responsible to:

Board of Membership Services (BOMS)






Reports to:

Director of Membership Services










Functional Relationships:

-  Support Officer
-  Club Management Committees
-  BOMS
-  Rookie Coordinator

Responsibilities:




-  The annual Awards of Excellence
-  Junior Lifesaver program
-  Rookie Program
-  Development of member's recruitment and retention strategies and programs
-  Coordinate recognition of member achievements in Surf Life Saving

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:



Awards of Excellence

-  Review awards and report on annual Awards of Excellence night.
-  Encourage clubs to nominate candidates in all categories for the annual Awards of Excellence
-  Oversee a review of awards criteria





Junior Lifesaver Program

-  In consultation with the support officer, coordinate the Junior Life Saver program.
-  Oversee the Junior Lifesaver Award process.






Retention and Recruitment

-  Develop member recruitment and retention strategies and programs
-  Promote SLSCC recruitment and retention strategies and programs










Recognition

-  Encourage clubs to endorse member achievements in Surf Life Saving
-  Encourage clubs to nominate members for SLS recognition awards at all levels
-  Encourage clubs to nominate members for life membership
-  Develop new recognition awards.

Rookie Program

-  Ensure that there is a branch Rookie Coordinator
-  Liaise with club Rookie coordinators
-  Monitor each clubs Rookie programs and obtain monthly reports for them
-  Liaise with the project officer to ensure the organisation and development of the Rookie Program
-  Review Rookie retention rates

Administration

-  Be a Manager for the BOMS
-  Liaise with the Project Officer
-  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.
-  Ensure the presentation of relevant seminars associated with portfolio
-  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 member development matters.
-  Attend the BOMS 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

Time Commitment

The position of SLSCC Manager of Membership and Recognition is a voluntary position which requires a commitment of time and energy required to complete the duties of the position.