



Surf Life Saving Central Coast

Position Description: Manager of Nippers

Responsible to:

Board of Member Services (BOMS)




Reports to:

Director of Member Services










Functional Relationships:

-  Support Officer
-  Club Junior Activities Coordinator or Director of Juniors
-  BOMS

Responsibilities:




-  Age Managers program induction and compliance
-  Coordination of Nipper demonstration days
-  Coordination of club/branch joint Nipper recruitment activities

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:



Age Managers

-  Conduct information sessions for all club age managers for an introduction to the program
-  Supply resources as required
-  Ensure club compliance is adhered










Nipper Demonstration Days

-  Coordinate club nipper demonstration days
-  Develop a consistent model to employee with clubs

Recruitment Activity

-  Develop member recruitment and retention strategies for nippers
-  Promote SLSCC recruitment and retention strategies for nippers

Administration

-  Be a Manager for the BOMS
-  Liaise with the Support Officer
-  As required, assist in member services activities.
-  Be prepared to undertake additional programs and give advice or same when so requested by the Director of Member 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 nippers.
-  Contribute to an annual review of the Board of Member Services Programs

Time Commitment

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