

Junior Activities Committee Member

Purpose

Support the planning, delivery, and continuous improvement of the Nippers program so kids are safe, learning, and having fun — and families feel welcome and involved.

Key Responsibilities

Program Planning and Delivery

- Help the JAC set the season plan, weekly session outlines, and key dates (sign-on, info night, pool evals, carnivals).
- Assist with Sunday operations: set-up/pack-down, sign-on compliance, comms to Age Managers, gear checks.
- Support risk management: ensure WSC completes risk assessment; help action controls; monitor changing conditions.

People and Roles

- Back up Age Managers, Water Safety Coordinator, and Age Manager Coordinator as needed within your awards and competencies.
- Help recruit, roster and support volunteers for roles like set-up, BBQ, fundraising, Parent Liaison, NSA, and Officials.

Admin and Compliance

- Promote and model child-safe practices (sign-in/out, Blue Card checks where required, CYRMS/CSA completion).
- Assist with record keeping for pool/competition evals, age awards, proficiencies and carnival entries per club process.
- Contribute to budgets, gear audits and maintenance schedules for JA equipment.

Communication and Culture

- Share timely, clear info with parents and members (weekly updates, weather changes, carnival logistics).
 - Foster a positive, inclusive culture; escalate welfare or behaviour concerns to Director of Junior Activities/Member protection Information Officer promptly.
 - Help recognise volunteers and junior achievements; support presentation days and socials.
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Reporting Line

- Reports to the Director of Junior Activities.
 - Works closely with Club Captain/Director of Lifesaving, Chief Training Officer, Water Safety Coordinator, Age Manager Coordinator, Officials Coordinator, and Junior Activities Administrator.
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Time Commitment

- Pre-season planning meetings and sign-on events.
 - Weekly Nippers sessions during season plus occasional carnivals.
 - Short post-session debriefs and periodic committee meetings.
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Skills and Attributes

- Organised, reliable, and a team player.
 - Clear communicator with a welcoming, solutions-focused approach.
 - Safety-minded with attention to detail.
 - Inclusive mindset; comfortable engaging with a wide range of families.
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Prerequisites

- Current financial club member.
 - 18+ and working with children: hold a valid Blue Card.
 - Complete SLSQ Child Safe Awareness (CSA) and Child and Youth Risk Management Strategies (CYRMS).
 - Desirable: Bronze Medallion/SRC or Observers Certificate; familiarity with JA program and pathways.
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Nice to Have (but not essential)

- Age Manager or Age Manager Assistant accreditation.
 - First Aid/CPR.
 - Experience in events planning
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What the Role is Not

- Not solely responsible for water safety or patrol operations.
 - Not a disciplinarian or complaints investigator — escalate to Director of Junior Activities/Member protection Information Officer as appropriate.
 - Not responsible for setting fees or club-wide policy.
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Source Snippets

- “Junior Activities Chair people work closely with Club Presidents and Club Captains to ensure the operation of junior activities programs meet the requirements of your club and members... You are the key link between Junior Activities and the Club Executive Committee.” — SLSQ Administration Operations Manual, Junior Activities Chair (last modified 25 Aug 2023).
- “Roles that do not require an award... Beach set-up/pack-down, Canteen/BBQ, Fundraising, Gear and equipment maintenance, Club Photographer, Uniform coordinator, Junior Activities Committee member.” — SLSQ Junior Activities Centre. <https://lifesaving.com.au/junior-activities-centre/>
- “Roles that require an award... Age Manager, Water Safety, Coach, Official, Education/Training, First Aid.” — SLSQ Junior Activities Centre. <https://lifesaving.com.au/junior-activities-centre/water-safety#>