



# Position Description:

- Position Title:** Nippers Carnival Administration
- Classification:** Junior Committee Program Position
- Status:** Volunteer role
- Location:** Ocean Grove Surf Life Saving Club

## About the Ocean Grove Surf Life Saving Club

Ocean Grove Surf Life Saving Club is situated on the main beach at Ocean Grove, Victoria, part of a 10 kilometre stretch of sand from “The Rip” at Point Lonsdale to the Barwon River mouth at Barwon Heads.

The surf club was formed in 1948 to keep the aquatic environment safe and educate the public about safe beach behaviour. The club has maintained consistent patrols on the beach for 75 years. In season 2022/23 the club had a membership of nearly 3000 members of which 500 are active in the club providing lifesaving services, programs and activities.

Approximately 450 are junior or “nipper” members. The club’s large junior ranks provide a strong foundation for its patrol and competition activities as well as giving the club a family orientation with an active social calendar.

## About the Nipper program

The Junior Nipper development program is a national program endorsed by Surf Life Saving Australia. It is specifically structured for children between the ages of 7 and 13. The primary goal of the Nipper program is to build the capacity in our kids and families to keep the beach safe and to educate its members and the general public on beach safety. The Nipper Program contributes greatly to the Club’s Mission Statement, with the majority of our current patrolling members having started their life saving journey through the Nipper program.

The program is designed to develop essential surf skills, boost confidence and train nippers to become the future surf life savers and patrolling members of OGSLSC. Running across three different streams, OGSLC offers a Core Sunday Nipper Program, Surf Sports Program and the Summer Intensive Surf Education Program. The program provides opportunities for nippers to test their skills in club based events such as Club Championships and mini carnivals, along with Lifesaving Victoria endorsed carnivals culminating in the Victorian Junior State Championships.

## Purpose of the position

To ensure timely and efficient entries are completed for Nipper Carnivals for the 2023/24 Nippers season. Due to the new restructure of the volunteer positions within the Nipper Program this role will only have a small weekly time commitment attached to it compared to previous seasons.

**Primary responsibilities:**

- Running a carnival sign up spreadsheet
- Email, What's App and Team App communication with OGSLC Nipper Coaching Group and parents cohort
- Email communication with LSV and OGSLC administration
- Ensuring allocation of volunteer roles for carnivals via communication with Nipper Team Leaders and Nipper Competition Team Manager and Junior Activities Manager.
- Registrations (Nipper Admin App)
- Competition registration and entries
- Training Communications – Times/Venues/Changes
- Social Opportunities, eg. Friday night Nipper Meals/Gatherings in the club
- Support the Nippers Administrator if required  
\*please note training and handover will be provided by previous season administrator.  
This role does not require a commitment to attending Junior Activities meetings and will be jointly supported by the Junior Program Administrator.

**Core skills / experience:**

Communication	The position requires a high degree of written communication skills to effectively communicate with the Nippers Cohort about all carnival entries requirements, dates and payments.
Time Management	The volunteer needs to demonstrate the ability to be part of a positive team environment and be considered a representative of the club. Meeting deadline to the committee, parents and LSV
Skills	Administration, communication and organisation skills. Proficient in excel would be preferable

**Essential qualifications:**

- Shall hold a Working with Children Check

**Resource commitment:**

- This role requires an ongoing commitment throughout the season to ensure the efficient coordination of carnival entries.

**Team relationship:**

- Junior Activities Committee, Junior Activities Manager, Competition Coordinator, Junior Head Coach, President