

Position Description:



Position Title:	Junior Surf Education Coordinator
Classification:	Junior Committee Leadership Position
Status:	Volunteer role
Location:	Ocean Grove Surf Life Saving Club

About 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

The primary purpose of the Junior Surf Education Coordinator role is to lead and coordinate the delivery of the summer intensive Surf Education program run over the 6 days between Christmas and the first week of January each year. They will coordinate the development of a high-quality program and the volunteer support required to deliver it. They will help create a fun, engaging and educational program that develops the skills and capabilities for our junior seasonal participants.

Primary responsibilities:

Program development:

- Develop a summer surf education program that delivers the core nipper curriculum over a compressed 6 day period in consultation with the Junior Activities Committee that integrates with the overall nipper program and other streams.

- Create an environment which encourages the development of surf awareness, confidence and basic skills, providing safe and fun participation for all nippers.

Delivery team:

- In consultation with Junior Activities Manager and Age Manager Coordinator, develop a team of qualified Age Managers and other assistants to run the program.
- A specific focus for the delivery of the program is the recruitment of qualified teenagers and young adults (16yrs+) from the club that have been through the nipper program to help lead sessions.
- Liaise with the Water Safety Coordinator to ensure there is an adequate number of Bronze and SRC water safety to match the number of participants in line with LSV ratios, including IRB.
- Liaise with the uniform coordinator to establish suitable days and times to sell uniform and club merchandise and source and distribute surf ed rashies.
- Coordinate and recruit all other roles that are required to support the program including, set-up, pack-up, BBQ and disco event.
- Ensure surf education booklets and session plans are prepared for each age group.
- Liaise with admin staff to ensure surf education certificates are ordered and distributed at the conclusion of the program and entered into surfguard.

Session safety:

- Ensure the safe delivery of the program for all volunteers and participants adhering to relevant beach safe standards, OHS and other policies.

Core skills / experience:

Communication	The position requires a high degree of communication skills both verbal and written to effectively engage and build relationships with Age Managers, other program volunteers, the committee, parents and nippers
Leadership	The position is a key leadership role on the junior activities committee and needs to demonstrate the ability to create a positive team environment, consider strategic program requirements, represent the club and ensure all aspects of the program are being delivered safely and effectively.
Planning & Organisation	The role has a key function in planning and organising the overall structure and delivery of the surf education program. Planning and organising skills are essential to ensure the program is managed successfully
Technical skills – surf education	Needs to have broad understanding of the surf education program. No technical skills are required but education skills or experience with nipper programs are beneficial.

Essential qualifications:

- Shall hold a Working with Children Check
- Shall hold an Age Manager accreditation

Resource commitment:

- This role requires a commitment through the lead into the summer surf education intensive program and a period of evaluation post program. Approx 2-4 hrs per month from Sept – Jan, with a peak in the immediate lead up to the program.
- The program runs six days over the Christmas Break requiring a presence during the 2hr session and preparation and wrap up each day, (approx. 3hrs total each day). 27th Dec, 28th Dec, 29th Dec, 2nd Jan, 3rd Jan

Team relationship:

- The Surf Education Coordinator is recruited through an EOI process and appointed by the Junior Activities Committee, reporting to the Junior Activities Manager.
- The Surf Education Coordinator is responsible for all volunteers running the Summer Surf Education Intensive.
- The Surf Education Coordinator can be a shared role if there is more than one person interested in this role. This reduces the demands on individuals.

