



TRUST WAIKATO
WHIRITOA LIFEGUARD SERVICE
Kaitiaki o Whiritoa te Moana

Position Description: Junior Club Captain

Club Purpose	To prevent drowning and injury at Whiritoa Beach	
Club Values	<ul style="list-style-type: none"> ▪ Treat others as you would like to be treated ▪ Everyone’s contribution and ideas are valuable ▪ Communicate openly, honestly and with respect ▪ Positive feedback motivates others ▪ Respect the facilities and equipment provided ▪ Respect and grow the club’s positive image in the community 	
Description	Responsible for ensuring junior members and their parents have a ‘go to’ person and provides the link between the Committee and the junior club members.	
Reports to	<ul style="list-style-type: none"> ▪ Committee 	
Relationships	<ul style="list-style-type: none"> ▪ Committee ▪ Club sub-committees 	<ul style="list-style-type: none"> ▪ Club members ▪ SLSNZ Club Development Officer
Desirable attributes	<ul style="list-style-type: none"> ▪ Active in the club ▪ Lifesaving passion and experience ▪ Negotiation / problem solving skills 	<ul style="list-style-type: none"> ▪ Excellent communication skills ▪ Able to manage people
Key duties as a committee member	<ol style="list-style-type: none"> 1. Actively promote Health and safety 2. Contribute to the development and implementation of the Club Strategic Plan 3. Contribute to the development and implementation of the Club calendar and budget 4. Be a role model for Club members 5. Ensure the Club Committee receives timely and accurate information 6. Respond to Club Committee correspondence in a timely manner 7. Attend Committee meetings either in person or remotely 8. Report any risks or incidents to the Chairperson 9. Provide any important media information to the Chairperson 10. Liaise with the members to ensure their interests are upheld 	
Key duties of this position	<ol style="list-style-type: none"> 1. Be active in as many Club activities as possible 2. Meet regularly and interact with junior members and their parents to ensure the ‘mood’ of the Club is known 3. Be available to negotiate and mediate any Club issues where required 4. In conjunction with the Junior Surf Coaches, develop junior surf training programmes 5. Work with the Lifesaving Director to give suitable Junior members the opportunity to participate on patrol 6. Identify skill gaps in Coaching / Instructor capability and address with the Lifesaving Director 7. Lead the Whiritoa Junior Carnival 8. Accept Junior Sports awards/trophies on behalf of the Club 9. Report membership concerns to the President 10. Delegate but remain accountable for any of the above duties 11. Undertake any other activities as required by the Committee 	