



# MEMORANDUM

<b>To</b>	<b>Club Presidents, Secretaries and Standing Committees</b>
<b>From</b>	<b>Director, Administration</b>
<b>CC</b>	<b>BOM</b>
<b>Date</b>	<b>Thursday 29 June 2023</b>
<b>Pages</b>	<b>3</b>
<b>Subject</b>	<b>EOI for positions of SLSS new Youth &amp; Junior Development Roles 23-24</b>

Dear Members,

Surf Life Saving Sydney has restructured its Youth division to be repositioned under the Director of Junior Development who is now the Director of Youth and Junior Development. The restructure promotes Youth representation in our operations areas such as Education, Lifesaving, Surf Sports and Member Services and streamlines Youth development and leadership opportunities with our Branch.

The restructure of the portfolio has also looked to develop the Junior portfolio to support the operational areas of Education and Surf Sports with Area Coordinators within each Branch Operational area.

Therefore, the restructure of the portfolio has created a number of new roles in the team (an excerpt of By-Law 8 is in this email providing role descriptions), listed below:

- Manager Youth
- Youth Education Coordinator
- Youth Lifesaving Coordinator
- Youth Surf Sports Coordinator
- Youth Member Services Coordinator
- Manager Juniors
- Junior Education Area Coordinator Waverley
- Junior Education Area Coordinator Randwick
- Junior Education Area Coordinator Sutherland
- Junior Education Area Coordinator RNP
- Junior Surf Sports Coordinator Waverley
- Junior Surf Sports Coordinator Randwick
- Junior Surf Sports Coordinator Sutherland
- Junior Surf Sports Coordinator RNP

Surf Life Saving Sydney is seeking expressions of interest from members who would be interested fulfilling any one of the newly created roles above. Our Youth members **in particular** are encouraged to apply.

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# MEMORANDUM

Please submit your Expression of Interest via email to Marissa Saunders, Director of Administration, [director\\_administration@surflifesavingsydney.com.au](mailto:director_administration@surflifesavingsydney.com.au), by **5pm Wednesday, 12 July 2023**.

If any member would like any further information on any one of the Youth roles, please feel free to reach out David Love, Director of Youth and Junior Development via email [director\\_juniordevelopment@surflifesavingsydney.com.au](mailto:director_juniordevelopment@surflifesavingsydney.com.au).

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Except from the By-Law 8 below:

## BY-LAW 8 YOUTH AND JUNIOR DEVELOPMENT COMMITTEE

- 8.1 The Youth and Junior Development Committee (YJDC) will be chaired by the Director of Youth and Junior Development.
- 8.2 The role of the Youth and Junior Development Committee is to:-
  - 8.2.1 Provide support to Clubs and their members in all areas dealing with youth and junior development from the ages of Under 6 years to Under 18 years.
  - 8.2.2 Provide resources and programs in all youth and junior development matters.
  - 8.2.3 Liaise with Club Youth and/or Junior Development Directors and report on these to the Board of Management and to the SLSS Council.
- 8.3 The Officers of the Youth and Junior Development Committee**

The YJDC Committee officers shall comprise: -

  - 8.3.1 Director of Youth and Junior Development (who shall act as YJDC Chairperson)
  - 8.3.2 Manager Youth
  - 8.3.3 Manager Juniors
  - 8.3.4 Youth Coordinators (Lifesaving, Education, Surf Sports, Member Services)
  - 8.3.5 Junior Education Manager
  - 8.3.6 Junior Surf Sports Manager
  - 8.3.7 Junior Education Area Coordinators (4 positions)
  - 8.3.8 Junior Surf Sports Area Coordinators (4 positions)
- 8.4 **Manager Youth** (would also attend MSC meetings in accordance with By-Law 7.9)
  - 8.4.1 Attend regular YJDC Meetings.
  - 8.4.2 Manage and guide the Youth Coordinators in the development and implementation of strategic youth lifesaving, education, surf sports, and plans & activities.
  - 8.4.3 Reports to the YJDC on all matters relating to youth development.
- 8.5 **Youth Lifesaving Coordinator** (would also attend LSOC meetings but does not have voting rights at LSOC meetings)
  - 8.5.1 Attend regular YJDC Meetings.
  - 8.5.2 Assist in the development and implementation of strategic youth lifesaving plans & activities.
- 8.6 **Youth Education Coordinator** (would also attend EC meetings but does not have voting rights at EC meetings)
  - 8.6.1 Attend regular YJDC Meetings. meetings
  - 8.6.2 Assist in the development and implementation of strategic youth education plans & activities.
- 8.7 **Youth Surf Sports Coordinator** (would also attend SSC meetings but does not have voting rights at SSC meetings)
  - 8.7.1 Attend regular YJDC Meetings.
  - 8.7.2 Assist in the development and implementation of strategic youth surf sports plans & activities

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# MEMORANDUM

- 8.8 **Youth Member Services Coordinator** (would also attend MSC meetings with the Manager Youth but does not have voting rights at MSC meetings)
  - 8.8.1 Attend regular YJDC meetings
  - 8.8.2 Assist in the development and implementation of strategic youth member services plans & activities.
- 8.9 **Manager Juniors**
  - 8.9.1 Attend regular YJDC meetings.
  - 8.9.2 Manage and guide the Junior Education and Surf Sports Managers in the development and implementation of strategic junior education and surf sports plans & activities.
  - 8.9.3 Report to the YJDC on all matters relating to junior development
- 8.10 **Junior Education Manager** (would also attend EC meetings but does not have voting rights at EC meetings)
  - 8.10.1 Attend regular YJDC meetings.
  - 8.10.2 Manage and guide the Junior Education Area Coordinators in the development and implementation of strategic junior education plans and activities.
  - 8.10.3 Report to the YJDC on all matters relating to junior education.
- 8.11 **Junior Education Area Coordinators**

Report to the Junior Education Manager and attends the YJDC meetings and comprise of:

  - 8.11.1 Junior Education Coordinator Waverley
  - 8.11.2 Junior Education Coordinator Randwick
  - 8.11.3 Junior Education Coordinator Sutherland
  - 8.11.4 Junior Education Coordinator RNP
- 8.12 **Junior Surf Sports Manager** (would also attend SSC meetings in accordance with By-Law 6.24)
  - 8.12.1 Attend regular YJDC meetings.
  - 8.12.2 Manage and guide the Junior Surf Sports Area Coordinators in the development and implementation of strategic junior surf sports plans & activities.
  - 8.12.3 Report to the YJDC on all matters relating to junior surf sports.
- 8.13 **Junior Surf Sports Area Coordinators**

Report to the Junior Surf Sports Manager and attend YJDC meetings and comprise of:

  - 8.13.1 Junior Surf Sports Coordinator Waverley
  - 8.13.2 Junior Surf Sports Coordinator Randwick
  - 8.13.3 Junior Surf Sports Coordinator Sutherland
  - 8.13.4 Junior Surf Sports Coordinator RNP

Regards,

**Marissa Saunders**  
**DIRECTOR, ADMINISTRATION**

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