



Volunteer Position Description

Position	Location	Position Description Completed	Revision	Revision date
Director of Development	Seacliff Surf Life Saving Club	May 2026	Rev.1	25/05/2026

PURPOSE STATEMENT

The Director of Development is responsible for developing, supporting and retaining the next generation of surf lifesavers by leading a safe, inclusive and engaging nipper and youth program. This program helps young people build lifesaving skills, grow as athletes and volunteers, and develop a lifelong connection to the club and the lifesaving movement. The role oversees the club's junior and youth areas, supported by relevant subcommittees or working groups, and provides leadership, direction and mentoring across this directorate. The Director also contributes to the Club's strategic planning, with a focus on membership growth, retention and long-term sustainability.

ROLE & RESPONSIBILITIES

The Director of Development will:

- In accordance with the Seacliff SLSC Constitution represent the interests of the Junior and Youth areas of the club
- Have a good understanding of the needs of junior & youth members and families & interact freely with members to disseminate information
- Work with the Director of Education and Age Group Leaders to ensure programs are age-appropriate, well-structured and aligned with SLSA curriculum
- Oversee the planning, delivery and continuous improvement of the Nipper and Youth program from U6 through to U14, ensure all Nipper activities comply with SLSA policies, child safe requirements and relevant state guidelines
- Collaborate with the Youth Coordinator to ensure transition of juniors to patrolling members
- Chairs the junior sub committee
- Promote and support peer leadership programs such as junior activity officer and youth leadership initiatives
- Manage the seasonal calendar including carnivals, training days, presentation events and water safety activities
- Promote fundraising throughout the junior division
- Responsible for driving club objectives in youth development including recruitment, retention, recognition & the welfare of club members.
- Will promote and represent the Club & members in a positive manner and act as a positive role model
- Ensure the pathways of SLS are exposed to the junior & youth members and the parents of the members to ensure increased patrolling members for Seacliff SLSC
- Submit an annual budget to the Board & coordinate programs within the budget outcomes
- Manage and support Age Group Managers, Junior Officials, assistants and coaches
- Distribute resources and relevant communication when required, including internal club communication, SLSA communication, circulars and any other relevant communication
- Monitor the implementation of new initiatives
- Report to the Board on the health, participation numbers, trends and challenges within the junior and youth programs
- Identify grant and funding opportunities relevant to junior and youth development in conjunction with the Director of Business

ROLE ENTRY REQUIREMENTS

- Be a current, financial member of Seacliff SLSC.
- High level of understanding of SLS award structure and pathways
- Hold a valid WWCC and current National Police Clearance (or willing to obtain)
- Will have a good working knowledge of all SLS activities, policies, procedures, guidelines and other relevant documentation
- Completed or willing to complete the SLS Safer Surf Clubs, SLSSA online Leadership and Safeguarding Online awareness training
- Have a thorough understanding of current Life Saving structures, Club, State & National
- Good communication skills, people management skills and a willingness to accept responsibility

KEY CHALLENGES IN THE ROLE

- Engaging with and educating volunteers regarding current best practice and change management
- Risk management in the aquatic environment and child safety compliance
- Retention of nippers and youth
- Volunteer engagement, retention and burnout
- Managing parent expectations
- Providing opportunities for learning for all members in an inclusive environment
- Succession planning

SELECTION CRITERIA

ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
<ul style="list-style-type: none"> • Ability to manage own workload and conflicting priorities while consistently adhering to SLSSA protocols • Responds appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Seeks assistance and support when required • Ability to work in a high-pressure environment • Ability to collaborate, work within a team and delegate tasks appropriately • Good computer skills, including email & use of other relevant platforms • Clear and effective communication skills • High problem-solving ability: analysing available information and choosing the optimal solution • Able to handle and resolve conflict effectively 	<ul style="list-style-type: none"> • Knowledge of local, state and national policies, guidelines and standard operating procedures • Knowledge of SLS award structure • Self-awareness in relation to their level of competence and any limitations. • Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation. • Understanding of responsibilities around confidentiality including its limitations. • Awareness of work, health and safety requirements

PREFERRED QUALIFICATIONS OR EXPERIENCE

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| <ul style="list-style-type: none"> • Have undertaken or be willing to undertake the Age Group Leader course • Previous experience working with sporting clubs or young people | <ul style="list-style-type: none"> • Team leadership roles |
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PERSONAL CHARACTERISTICS

- Ability to adapt style and be flexible
- Community minded
- Empathetic
- Genuine interest in helping others
- Good moral judgement
- Resilient
- Open to change and continuous improvement

- Good prioritisation skills
- Integrity
- Organised
- Professional yet affable
- Resilient
- Self-directed (self-control and management)

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