

JOB DESCRIPTION - YOUTH PROGRAM MANAGER

The Youth Program Manager is a new role and is responsible for developing, leading and managing all aspects of a youth engagement, training, and development program within the Tweed Heads & Coolangatta Surf Lifesaving Club.

ROLE OBJECTIVE:

This role aims to foster a strong, inclusive, and supportive environment for young members, ensuring their growth in surf lifesaving, leadership, and personal development, emerging from our Nippers Program into our Senior Program.

THE POSITION:

The Youth Program Manager will work closely with club leadership, coaches, volunteers, and external stakeholders to deliver a structured Youth Program that attracts, retains and enhances youth participation in our club.

The position will be responsible for the development and implementation of a wholistic program of activities for our members aged U14-U19 which will include events, clinics, training and surf sports.

The role is responsible for the safety and compliance of the program as well as promotion, communications and stakeholder engagement.

Key Responsibilities

Key Responsibility Area	Associated Key Duties
Program Development & Management	<ul style="list-style-type: none">• Develop, implement, and manage a youth-focused program for our U14-U19 membership at Tweed Heads & Coolangatta SLS.• Coordinate and promote pathways for progression from Junior Activities Program (U6-U13 Nippers) to Senior lifesaving roles.• Incorporate the Youth Program into our Nipper Program with appropriate transition and development pathways, with consideration of cadetship pathways, and junior surf lifesaving initiatives.• Oversee training, mentoring, and skill development opportunities for Youth members.• Foster a positive club culture that encourages participation, teamwork, and leadership among Youth members.

Key Responsibility Area	Associated Key Duties
	<ul style="list-style-type: none"> Engage with the Point Danger Brach (PDB) group and SLSQ to integrate the Youth Program with regional and state programs and initiatives for Youth.
Event & Activity Coordination	<ul style="list-style-type: none"> Plan, implement and oversee youth-related events, training sessions, and surf sports activities. Organise and facilitate U14-U19 surf sports team participation, competition and training attendance. Organize competitions, camps, and community engagement events to strengthen youth involvement. Ensure all activities align with club and Surf Lifesaving guidelines and policies. Co-ordinate an integrated nipper and youth water and beach training programme, including liaison with coaches Support the Junior Activities (Nipper) Committee in peak times, including the carnival season early in the calendar year Attend key Events and Activities for the program, including on weekends and at various locations
Volunteer & Stakeholder Engagement	<ul style="list-style-type: none"> Recruit, train, and support volunteers, coaches, and mentors involved in youth development programs. Work closely with parents, club committees, and external partners to enhance youth opportunities. Represent the club at Surf Lifesaving meetings, community events, and youth development forums. Monitor and administer compliance for Volunteers engaged with the program such as qualifications.
Safety & Compliance	<ul style="list-style-type: none"> Ensure all youth programs adhere to all relevant policies, including but not limited to child protection policies, risk management protocols, and club safety standards. Maintain accurate records of youth participation, achievements, and qualifications. Monitor and administer compliance with Surf Lifesaving Australia/State policies and procedures regarding youth engagement and surf education.
Communication & Promotion	<ul style="list-style-type: none"> Develop and implement a communications plan for the Youth Program including promotions through social media, newsletters, and club events. Act as a point of contact for youth members and families, ensuring clear and effective communication. Liaise with parent members as required. Represent the club to local schools and other sporting clubs to build alliances

Key Responsibility Area	Associated Key Duties
	<ul style="list-style-type: none">• Represent the club to key stakeholders and potential sponsors• Advocate for youth interests within the club and collaborate with senior leadership on development strategies.• Assist with the promotion of SLSQ or external programmes aimed at Nipper or Youth members (eg development camps, clean beach programme etc) and support Youth and Nippers to participate in such programs.• Support and assist in the representation of the other club programs (Junior & Senior) within Youth Program communications and social media channels, and assist with other key communications through relevant Youth channels
Budgeting & Funding	<ul style="list-style-type: none">• Identify, attract and secure program sponsors and promote sponsor as required to retain them.• Identify and prepare Grant applications to assist program funding.• Coordination and support of Youth members and other volunteers for fund raising efforts and events associated with the Youth Program.• Assist in the coordination and execution of other club fund-raising efforts with Volunteers (For example 200 Club, Christmas raffles, Weekly supporters club raffles)

SELECTION CRITERIA:

Knowledge and Competence (to be addressed in full when making an application)

- Passion for surf lifesaving and youth engagement.
- Experience in youth development, coaching, or sports administration
- Strong leadership and mentoring skills with the ability to engage and inspire young people.
- General knowledge of surf lifesaving operations, training programs, and competition pathways.
- Demonstrated organisational and coordination skills
- Demonstrated communication and engagement skills.
- Ability to work flexible hours, including weekends and holidays as required.
- Queensland Blue Card - working with Children Check (or equivalent with ability to obtain)
- First aid Qualifications (or ability to renew or obtain)

Tweed Heads & Coolangatta Surf Lifesaving Club

Desirable Attributes

- Experience in youth development, coaching, or sports administration within a surf lifesaving or aquatic environment.
- Surf Lifesaving Australia awards (e.g., Bronze Medallion, Coaching/Training qualifications).
- Experience managing volunteers and working with community organizations.
- Qualifications and/or experience in teaching, education and training of young people

Role Location, Reporting and Conditions

- Location: Tweed Heads & Coolangatta SLS, Greenmount Beach, Coolangatta
- Work environment: Combination of outdoor (beach), clubhouse, and administrative duties.
- Reports to: Club President
- This position can be considered as either a Full time or Part time engagement and has flexible working arrangements.

Position Description Review Date: August 2025