

## Age Manager Assistant – Position Description

### Introduction:

The Age Manager Assistant role is designed to provide “on-beach” assistance to Age Managers to ensure that recommended supervision ratios are met, and a safer, more efficient environment is provided for children, particularly for larger age groups. The Age Manager Assistant role will provide a pathway for those members to progress to become Age Managers.

### Limitations of role:

Age Manager Assistants shall:

- be under the instruction and direction of an accredited age manager at all times.
- not enter the water to assist with any water based events (same as age manager)
- not exceed the number of age managers in any age group ie ratio 1 age manager to 1 assistant age manager maximum.
- not directly deliver any age award elements or on beach training
- not directly engage with parents of junior activities members

### Directed roles:

Age Manager Assistants may assist with directed duties such as, but not limited to:

- participant sign on and sign off
- maintaining focused hydration and sun safety for participants
- organising participants between activities ie moving from one activity to another
- organising equipment at activities
- supporting any immediate participant welfare needs
- organising treatment for participants with injuries.
- supervised assistance with age award elements
- “on beach” training activities such as beach sprints and flags (start line and finish line organisation and recording of results on points days)
- General administration support

### Uniform:

It is recommended that Assistant Age Managers follow sun safety guidelines and wear the following:

- Broad brim or legionnaire style hat
- Long sleeve shirt or Rash Shirt (the shirt shall be a different colour to the Age Manager shirt and shall have “Assistant Age Manager” on the back)
- Long board shorts
- Protective sunglasses

### Prerequisites:

Age Manager Assistants must meet the following prerequisites:

- be a Current Financial Member
- be a minimum 13 years of age.
- hold a valid Working with Children Blue Card (over 18 years)
- complete Child Youth Risk Management Strategy training (CYRMS)

- complete Child Safe Awareness (CSA) course
- Successfully complete the online Age Manager course component