



JOB OVERVIEW


JOB TITLE	Sports, Recreation and After School Care Officer	(Temporary vacancy till 30 December 2019)
JOB LOCATION	Pine Creek	WEEKLY HOURS 38
DIVISION / DEPARTMENT	Community Services	SALARY \$45,402.35 – (2.1)
DIRECT REPORTS	Nil	WORKING CONDITIONS Based in Pine Creek Office
REPORTS TO	Council Services Manager	EMPLOYMENT CONDITIONS Victoria Daly Regional Council Enterprise Agreement 2018-2021.

POSITION DETAILS

JOB PURPOSE	Promote and actively engage community members, particularly focusing on youth and the care of children by providing sport, recreation and a vacation care program.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Coordinate and oversee a mix of active and passive sports and leisure activities, sporting events, stimulating and educational programs for youth and children. 2. Prepare activity plans and time tables that clearly identify weekly/monthly activities. 3. Develop and maintain positive relationships with the youth and children's families. 4. Deliver information to the youth and children of the community around healthy lifestyle and skill development. 5. Form positive relationships with youth and children and encourage participation and interaction. 6. Ensure that youth and children are supervised at all times and are in a safe environment. 7. Be able to manage, carry and set up equipment and supplies for activities. 8. Maintain a safe working environment, ensuring Work, Health & Safety regulations are adhered to. 9. Ensure VDRC policies and procedures are adhered to and all Council resources are effectively deployed.

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

EDUCATION REQUIREMENTS	<ol style="list-style-type: none"> 1. Certificate III Sport & Recreation (essential or actively undertaking study) 2. Certificate III Early Childhood Education and Care (essential or actively undertaking study) 3. Certificate IV or Diploma in Sport & Recreation or Early Childhood Education (Desirable)
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ol style="list-style-type: none"> 1. Demonstrated ability to work unsupervised and manage programs and events for youth and children. 2. Good interpersonal skills and ability to provide a caring, supportive environment for youth, children and their families. 3. Ability to work in a challenging, culturally diverse environment and respect the values, customs, preferences and beliefs of the youth and children's families. 4. Ability to be flexible and enthusiastic towards undertaking a variety of tasks that add value and quality to the program. 5. Strong organisational and well developed planning skills. 6. Well developed oral and written communication skills. 7. Sound knowledge of the principles of Occupational Health & Safety.

OTHER REQUIREMENTS	<ol style="list-style-type: none">1. Criminal History Check (Recent within 3 months)2. Working with Children's Clearance3. First Aid Certificate4. A current driver's licence.		
PHYSICAL REQUIREMENTS	The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.		
APPROVED BY JOANNE SANGSTER CHIEF EXECUTIVE OFFICER	 <table border="1" data-bbox="821 331 1560 470"><tr><td data-bbox="821 331 1013 470">DATE APPROVED</td><td data-bbox="1013 331 1560 470">31/7/19</td></tr></table>	DATE APPROVED	31/7/19
DATE APPROVED	31/7/19		