



Victoria Daly
REGIONAL COUNCIL

Sports, Recreation and After School Care Development Officer

OUR VISION

To strengthen our region through fostering
development, growth, and social wellbeing
"Moving Forward Together"

POSITION DESCRIPTION

REPORTS TO	Community Safety and Wellbeing Manager	CLASSIFICATION & HOURS	Level 2 Full-Time
DIVISION	Community Safety	LOCATION	Pine Creek

JOB PURPOSE

Promote and actively engage community members, particularly focusing on youth and the care and development of children by providing sport, recreation, and a vacation care program.

DUTIES AND RESPONSIBILITIES

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 timetables 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.

EDUCATION REQUIREMENTS

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

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

1. Criminal History Check (Recent within 3 months)
2. Working with Children's Clearance
3. First Aid Certificate
4. A current driver's licence.

ACKNOWLEDGEMENT

DIRECTOR: Trudy A Braun

DATE APPROVED: 16/02/2024

CHIEF EXECUTIVE OFFICER: 

DATE APPROVED: 16/02/2024

