



JOB OVERVIEW

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| JOB TITLE | Sport and Recreation Officer | | |
| JOB LOCATION | Community Based | WEEKLY HOURS | |
| DIVISION / DEPARTMENT | Agency Services | SALARY | Level 1 |
| DIRECT REPORTS | Council Service Manager | WORKING CONDITIONS | Based in community, willing to travel for events and training, and flexible working hours |
| REPORTS TO | CEO | EMPLOYMENT CONDITIONS | Victoria Daly Regional Council Enterprise Agreement 2018-2021. |

POSITION DETAILS

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| JOB PURPOSE | Contribution to provision of a high standard of sport and recreation programs for the community by actively engaging with all local community members on a sport and recreation level and a specific youth level. |
| DUTIES AND RESPONSIBILITIES | <ol style="list-style-type: none"> 1. Carry out any other duties by the Council Program Development Officer and Council Services Manager. 2. Assist with the Sport and Recreation Program to ensure the desired outcomes are achieved. 3. Assist in the implementation of Sport and Recreation at a community level. 4. Coordinate a mix of active and passive sports and leisure pursuits for the community. 5. Deliver information to the youth of the community around healthy lifestyle and skill development. 6. Ensure that all sport, recreation and other activities are carried out in a safe manner. 7. Ensure that all programs engage the community in a manner that promotes partnerships and community collaboration. 8. Maintain a safe working environment and Occupational Health and Safety. 9. Ensure the policies and procedures of the Regional Council are adhered to and all resources effectively deployed. |

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

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| EDUCATION REQUIREMENTS | <ol style="list-style-type: none"> 1. Diploma in Youth Services/Community Development or experience in the area of youth engagement/development (essential). 2. A current First Aid Certificate (essential). |
| EXPERIENCE & KNOWLEDGE REQUIREMENTS | <ol style="list-style-type: none"> 1. Ability to work with limited supervision and direction. 2. Personal integrity. 3. Good interpersonal skills and friendly disposition. 4. Understanding of Community Development. 5. Understanding of youth services and youth issues. 6. An understanding of issues affecting young people connecting with them with employment and services in remote locations. 7. Awareness of the need for cultural sensitivity and the ability to work in a cross-cultural environment. 8. Well-developed oral and written communication skills. 9. Strong administration skills including Microsoft Word & Excel. |

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| | <ul style="list-style-type: none"> 10. Sound knowledge of the Principles of Occupational Health & Safety. 11. Previous experience in a similar position. 12. Diploma in Youth Services/Community Development or experience in the area of youth engagement/development. |
| <p style="text-align: center;">OTHER REQUIREMENTS</p> | <ul style="list-style-type: none"> 1. Criminal History Check (recent within 3 months) 2. A current Working with Children's Card 3. A current First Aid Certificate 4. A current Driver's Licence |
| <p style="text-align: center;">PHYSICAL REQUIREMENTS</p> | <p>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.</p> |
| <p style="text-align: center;">APPROVED BY JOANNE SANGSTER CHIEF EXECUTIVE OFFICER</p> | <div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="312 533 821 667" style="text-align: center;">  </div> <div data-bbox="821 533 1013 667" style="text-align: center;"> <p>DATE APPROVED</p> </div> <div data-bbox="1013 533 1560 667" style="text-align: center;"> <p>30 April 2019</p> </div> </div> |