



JOB OVERVIEW


JOB TITLE	Sport and Recreation Team Leader		
JOB LOCATION	Kalkarindji	WEEKLY HOURS	Full Time – 38 hour working week
DIVISION / DEPARTMENT	Agency Services	SALARY	Level 4
DIRECT REPORTS	Nil	WORKING CONDITIONS	Based in community, willing to travel for events and training, and flexible working hours
REPORTS TO	Manager Community Safety & Wellbeing	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2018-2021.

POSITION DETAILS

JOB PURPOSE	Contribute to the provision of a high standard of sport and recreation programs for the community by actively engaging with all local community members.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Responsible for the Planning, Supervision, and Oversight of recreational, leisure and sporting events in all weather conditions. 2. All staff may be expected to lift, carry and manage equipment and supplies, and participate in and train others in sporting activities. 3. Staff may be required to work odd or long hours at a time to complete special requests or projects, or to assist with the coordination of evening and after-hour activities. 4. All sport and recreation staff may be required to participate in, and lead, strenuous physical activities, both indoors and out. 5. Coordinate and promote objectives for sport and recreational activities in the communities of Kalkarindji and Daguragu. 6. Monthly plans and report writing within timeframes. 7. Coordination and development of cultural and sports events in communities. 8. Assist in the development and implementation of policies and procedures as appropriate or as requested. 9. Encourage and incorporate cultural activities with sports and recreation for all community members. 10. Assist in the development of plans at a strategic level to ensure the effective delivery of sport and recreation activities in the future within Kalkarindji and Daguragu. 11. Maintain a safe working environment and ensure Workplace Health & Safety regulations are adhered to. 12. Ensure the policies and procedures of the Victoria Daly Regional Council are adhered to, and all resources effectively deployed and accounted for. 13. Work with community members to promote empowerment and encourage community ownership for all sport and recreational activities.

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

EDUCATION REQUIREMENTS	<ol style="list-style-type: none"> 1. Diploma in Youth Services/Community Development or experience in the area of youth engagement/development (desirable). 2. Diploma in Sport and Recreation or related discipline (desirable). 3. Certificate III / Certificate IV in Sports and Recreation (essential).
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	<ol style="list-style-type: none"> 4. A current First Aid Certificate (essential). 	
<p>EXPERIENCE & KNOWLEDGE REQUIREMENTS</p>	<ol style="list-style-type: none"> 1. Demonstrated experience in managing sport and recreation activities and programs in a collaborative manner. 2. Demonstrated ability to lead, manage and develop staff from a range of backgrounds and in a cultural context. 3. Strategic and decision making skills with an analytical and innovative approach to problem solving. 4. Ability to work both autonomously and cooperatively within a small team, with the flexibility to adapt to changing priorities, and a commitment to continuous improvement in Kalkarindji and Daguragu. 5. An awareness of issues affecting Indigenous people in remote locations and ability to operate effectively in a cross-cultural environment. 6. Excellent relationship management, negotiation, consultation, networking and partnering skills with all levels of staff. 7. Proven ability to communicate effectively with Indigenous people. 8. Strong organisational skills, and experience in business planning and performance reporting. 9. Understanding of community development. 10. Sound knowledge of the principles of Workplace Health & Safety. 11. Experience in the coordination of sporting events. 	
<p>OTHER REQUIREMENTS</p>	<ol 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>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>APPROVED By JOANNE SANGSTER CHIEF EXECUTIVE OFFICER</p>		<p>DATE APPROVED October 2019</p>