



**Victoria Daly**  
REGIONAL COUNCIL

# Sport and Recreation Officer

## POSITION DESCRIPTION

<b>REPORTS TO</b>	Community Safety and Wellbeing Manager	<b>CLASSIFICATION &amp; HOURS</b>	Level 1 Full-Time and Part-Time
<b>DIVISION</b>	Community Safety	<b>LOCATION</b>	Community Based

### 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 on a sport and recreation level and a specific youth level.

### DUTIES AND RESPONSIBILITIES;

1. Carry out any other duties by the Community Safety & Wellbeing Manager and Sport & Recreation Coordinators.
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.

### SELECTION CRITERIA

#### Education Requirements

1. Certificate II in Sport and Recreation or willing to obtain.
2. A current First Aid Certificate (essential).

#### Experience and Knowledge Requirements

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.



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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.
10. Sound knowledge of the Principles of Occupational Health & Safety.
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### OTHER REQUIREMENTS

1. *Criminal History Check (recent within 3 months)*
2. *A current Working with Children's Card.*
3. *A current Drivers Licence*

### ACKNOWLEDGEMENT

DIRECTOR: Trudy A Braun DATE APPROVED: 12/02/2024

CHIEF EXECUTIVE OFFICER:  DATE APPROVED: 12/02/2024

# Sport and Recreation Officer Position Description

Final Audit Report


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