



CHILDRENS ACTIVITIES COORDINATOR

- Package up to \$63k (incl. Super)
- Participation in RDO scheme
- Working with Children Check is a condition of employment
- Ref 09/75

Are you an energetic and highly motivated individual with tertiary qualifications in children's services, education or equivalent? Are you experienced in planning and coordinating vacation care programs? In this role, you'll not only be responsible for programming age appropriate, fun and affordable excursions and in-centre activities, but you'll design attractive and eye-catching brochures, flyers and newsletters to promote the service. Your passion for developing and delivering rewarding, high-quality vacation care programs within a community environment along with your excellent communication, negotiation and interpersonal skills will ensure your success in this role.

Essential

- Tertiary qualifications in leisure and recreation, children's services, education, social science or other related discipline.
- Comprehensive experience in the provision of children's services
- Considerable experience in working with children aged 5-12 years
- Solid program management skills and experience
- Demonstrated management skills including staff supervision
- Demonstrated experience in conducting risk assessments of activities
- Excellent communication and interpersonal skills
- Knowledge of and commitment to OHS and EEO principles.

Desirable

- Previous local government experience
- Class C Drivers licence

Like to know more: Please call Baharak Sahebekhtiari on 9952 8310 or Amanda Elbayah on 9952 8307

Closing Date: 9 November 2009

How to apply: Please email your application addressing the selection criteria to jobs@ryde.nsw.gov.au. Alternatively, you can post it to the General Manager, City of Ryde, Locked Bag 2069, North Ryde NSW 1670. All applications should include the Application for Employment form and address the above stated selection criteria.