



Position Specification

Position Title:	Children's Activities Coordinator
Unit:	Community and Culture
Reports To:	Manager Community and Culture
Accountable To:	Manager Community and Culture
Position Grade:	Grade 8

Prepared By:	Manager Community and Culture
Approved By:	Group Manager Community Life
Employees Signature:	

BUDGET

Direct	
Operating Expenditure:	\$275000
Capital Expenditure:	Nil
Indirect	
Operating Expenditure:	Nil
Capital Expenditure:	Nil
Delegated Purchasing and Payment Limit	\$1000
Staffing	
No. of Staff (Direct Reports)	35 Casuals (during school holiday periods)
No. of Staff Monitoring (Indirect Reports)	Nil

PRIMARY OBJECTIVES

This position is responsible for management and administration of Council's vacation care program which is licensed for 225 children across 3 centres. Specifically the position is responsible for:

- Providing high quality, accessible, safe and fulfilling activities for children aged 5-12 years old.
- Undertaking efficient and effective administration of the vacation care program
- Managing responsibilities under the funding and licensing agreement with DoCS
- Recruiting, managing and evaluating casual staff
- Effectively monitoring expenditure of the vacation care budget

KEY ACCOUNTABILITIES

- Plan, develop and co-ordinate programs during each school holiday period eg. Advertising and promotion, printing brochures, sourcing entertainment venues and services, organisation of transport and resources
- Liaise with external services and stakeholders

- Recruit and interview appropriate casual staff and provide them with adequate support and training
- Evaluation of staff performance
- Liaise with Human Resources to ensure the compliance with corporate policy and procedures
- Prepare annual estimates and manage program budget
- Administration of Child Care Benefit assessments and claims
- Preparation of Annual Reporting documents for funding bodies
- Identification of equipment and resource needs
- Review program Policies and Procedures Manual
- Undertake risk management and OH&S inspections and management
- Assist in the development, planning and research of needs and activities for children aged 5-12 years

SPECIALIST KNOWLEDGE AND SKILLS

The operational knowledge needed by the jobholder includes knowledge of the structure and functions of the whole organisation. In addition, the jobholder requires the following level of technical skills;

Expert Knowledge and Skill areas:

- Staff management
- Child Care Legislation
- Child Care Benefit System
- Risk Management
- Program Management
- Child behaviour and development
- Conflict resolution and Problem Solving
- Creativity and initiative
- Organisation and communication skills

Solid Working Knowledge and Skill areas:

- Software Applications
- Word Processing/Typing
- Record Keeping
- Document Publishing
- Budget administration
- Understanding of Equal Employment Opportunity (EEO) & OH&S Principles
- Negotiation skills

OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Specification, City of Ryde policies procedures and instructions and work method statements where appropriate. You are also responsible for the following:

Occupational Health & Safety

- reporting all injuries/illnesses, incidents, hazards, potential hazards, near misses and damage to City of Ryde property to your Team Leader;

- performing your duties in a safe manner so as not to put yourself or others at risk of harm;
- actively participating in OHS training when required;
- wearing Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- taking care of any plant or equipment that they use;

Injury Management

- If injured at work, cooperating and participating with any injury management program and return-to-work plans (if applicable);
- If injured at work, complying with obligations imposed under the injury management and return-to-work plans (if applicable);

Risk Management

- Maintaining all tickets, licences, operative training etc required for the job either by legislation or through City of Ryde policies and procedures and advise Team Leaders of any change to these;
- participating in workplace inspections if required;
- participating in risk assessments with their Team Leader when required

EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

As a staff member

You have the **right** to:

- a workplace that is free from unlawful discrimination and harassment;
- fair practices and behaviour in your workplace;
- competitive merit-based selection processes for recruitment or promotion;
- training and development that enables you to be productive in your work and to pursue a career path;
- equal access to benefits and conditions; and
- fair processes to deal with work related complaints and grievance.

You have the **responsibility** to:

- work to the best of your ability and provide quality service to customers;
- recognise the skills and talent of other staff members;
- act to prevent harassment and discrimination against others in your workplace;
- respect differences among your colleagues and customers such as cultural and social diversity;
- treat people fairly (don't discriminate against or harass them); and
- work in keeping with the City of Ryde's EEO Management Plan and other EEO Policies.

SELECTION CRITERIA

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
- Demonstrated commitment to OHS and EEO principles and practices

Desirable

- Previous local government experience
- Class C Drivers licence