



## SECTION 4 - STATEMENT OF DUTIES

TITLE		CLASSIFICATION	EFFECTIVE DATE OF DOCUMENT	
Senior Program Coordinator		Level 3	June 2016	
OFFICE No.		3PWP301P		
BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE.				
Duty No.	Details	Freq	%	
<b>1.0</b>	<b>RECREATION PROGRAMS</b>	<b>D</b>	<b>70</b>	
	1.1 In consultation with the Manager, assist with strategies to increase the range and improve the productivity of active recreation programs related to DSR Camps strategic directions at the Pt Walter Recreation and Conference Centre			
	1.2 Identify instructor training needs, plan, develop and assist with the ongoing training, mentoring and induction of all program staff.			
	1.3 Utilise professional experience in adventure activities in liaison with client groups to build the sequence and content of programs to best suit client needs.			
	1.4 Liaise with the Program Co-ordinator and senior instructors to ensure the appropriate rostering of instructors to fulfill the servicing of client requests and ratios as prescribed in the DSR Camps Programs Standards Manual.			
	1.5 Liaise with the Operations Manager with the day-to-day administration of recreation programs, including booking system, accounts, reports, statistics, etc.			
	1.6 Develop, supervise, conduct and review recreation programs for the Pt Walter Recreation and Conference Centre.			
<b>2.0</b>	<b>MAINTENANCE</b>	<b>D</b>	<b>10</b>	
	2.1 Supervise the security and safety of all equipment related to recreation program delivery.			
	2.2 Monitor the maintenance planning for all recreation facilities and equipment.			
	2.3 Ensure the appropriate scheduling, supervision and completion of maintenance of recreation facilities and program equipment.			
<b>3.0</b>	<b>CLIENT RELATIONS</b>	<b>D</b>	<b>10</b>	
	3.1 Liaises with clients in regard to accommodation and programs, arrivals and departures, camp regulations and safety matters.			
	3.2 Arranges and conducts inspections of facilities.			
<b>4.0</b>	<b>SAFETY</b>	<b>D</b>	<b>5</b>	
	<b>4.1</b> Advises Camp Manager and CCSG on safety issues and designs training courses consistent with current accreditation programs and activity guidelines and procedures.			
<b>5.0</b>	4.2 Liaises with key outdoor recreation stakeholders	<b>O</b>		
	<b>OTHER</b>		<b>5</b>	
	5.1 Other duties as required.			

FREQUENCY: D-Daily; W-Weekly; F-Fortnightly; M-Monthly; O-Occasionally or as required; A-Annually.

## SECTION 5 - SELECTION CRITERIA

EFFECTIVE DATE OF  
DOCUMENT  
June 2016

TITLE Senior Program Coordinator	CLASSIFICATION Level 3	OFFICE No. 3PWP301P
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EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE

### ESSENTIAL

1. Good interpersonal and communication skills.
2. Good office administration skills
3. Demonstrated organisational and problem solving skills.
4. Demonstrated experience in successful planning, development, review and delivery of recreation programs.
5. Understanding of contemporary issues in recreation, including recreation programming and risk assessment.
6. Demonstrated ability to work within a team environment, resolve conflicts, contribute to workplace morale and effectively coordinate staff.
7. Senior First Aid and Aquatic Rescue certificate or imminent completion

### DESIRABLE

1. Roping Instructor / Guide registration (NOLRS or DSR Camps Roping VOC Certificate) or imminent completion
2. Paddling Instructor / Guide awards (Australian Canoeing) or imminent completion
3. Other industry recognised qualifications e.g. Wilderness First Aid, Bushwalking, Archery, Mountain Biking
4. Cert IV Training and Assessment or other relevant outdoor recreation qualifications
5. Experience in the operations of event or program management software

## SECTION 6 - APPOINTMENT FACTORS

		EFFECTIVE DATE OF DOCUMENT June 2016
TITLE Senior Program Coordinator	CLASSIFICATION Level 3	OFFICE No. 3PWP301P
LOCATION AND ACCOMMODATION State location of the position. If accommodation is available give details such as departmental/G.E.H.A., free/rental, etc.	LOCATION Initial appointment to Pt Walter, however may be relocated to any of the metropolitan camps based on operational needs.	ACCOMMODATION Nil, but may be required to stay overnight from time to time.
ALLOWANCES/SPECIAL CONDITIONS State Allowances and conditions applicable	Ability to apply flexibility and adaptability in working conditions, to maintain the camp open every day of the year and all hours.  <b>A current National Police Certificate and Working With Children Check will be required prior to commencement of employment, as per DSR Police Check Policy.</b>	
SPECIALISED EQUIPMENT OPERATED / REQUIREMENTS Specify type of equipment, make and model, operated.	Recreation equipment relevant to the activities of the Pt Walter Recreation and Conference Centre.  'C' class driver's license	

## SECTION 7 - CERTIFICATION

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

**BRANCH/DIVISION HEAD**

**DIRECTOR GENERAL**

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

- (ii) As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED	DATE