

## POSITION DETAILS

**Position Title**

Program Coordinator (Woodman Point)

**Position Number**

14197

**Classification Level**

Level 2

**Award/Agreement**

Public Service Award 1992 /  
Public Service and Government Officers  
General Agreement 2017

**Division/Directorate**

Planning and Service Delivery; Sport and  
Recreation

**Branch/Section**

Participation and Camps

**Physical Location**

Woodman Point

**Effective Date**

25/02/2019

**Employment Type**

Permanent

Full time

## REPORTING RELATIONSHIPS

**Position reports to**

14202 – Senior Program Coordinator (Woodman  
Point) – Level 3

**Positions reporting to this position**

Nil

## PURPOSE OF THE POSITION

Under the supervision of the Senior Program Coordinator, develops, conducts, reviews and evaluates outdoor recreational programs.



## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

### MISSION

**Enlivened and successful  
communities and economy**

### VISION

**To facilitate lively communities and  
economy and the offering of outstanding  
and inclusive sporting and cultural  
experiences**

### VALUES

**Vision  
Excellence  
Diversity  
Leadership  
Integrity**

### DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

### DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

## DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

### 1. RECREATION PROGRAMS

- 1.1 Develop, supervise and/or conduct and review recreation programs for the Recreation Camp.
- 1.2 Assist with the development of strategies to increase the range and productivity of recreation programs conducted in and around the Recreation Camp.
- 1.3 Promote the full range of programs to groups booked in at the Recreation Camp.
- 1.4 Coordinate the rostering of qualified instructors to conduct recreation programs.
- 1.5 Maintain recreation equipment.
- 1.6 Assists the Senior Program Coordinator with the administration of recreation programs, including accounts, reports, statistics, etc.

### 2. MAINTENANCE

- 2.1 Assists with the security and safety of all equipment related to recreation program delivery.

### 3. CLIENT RELATIONS

- 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.

### 4. OTHER

- 4.1 Other duties as required.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Workplace Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: 'C' Class driver's licence

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

### **Essential**

1. Good interpersonal and communication skills.
2. Demonstrated organisational and problem solving skills, in a customer service context.
3. Demonstrated experience delivering recreation programs that empower participants and outdoor leaders to fulfil their potential.
4. Demonstrated experience in successful planning, development and review of recreation programs.
4. Understanding of contemporary issues in recreation, including recreation programming and risk assessment.
5. Demonstrated capacity to work and achieve outcomes in team orientated situations.

### **Desirable**

1. Completion or imminent completion of nationally recognised qualifications relevant to the outdoor recreation industry eg. NOLRS or VoC registration, Paddling Australia, Aquatic Rescue etc.

## **ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS**

### **Special Conditions**

- Ability to apply flexibility and adaptability in working conditions, to maintain the camp open every day of the year and all hours.
- Consent for DLGSC to conduct an online police check and Working With Children Check will be required prior to commencement of employment, as per DLGSC Employment Suitability Check Policy.
- A minimum Provide First Aid Certificate qualification will be required prior to commencement.
- Specialised individual recreation equipment relevant to the activities of the Camp.

### **Appointment is subject to:**

- 100 point identification check; and
- Criminal Records Screening clearance.

### **Training:**

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and



## CERTIFICATION

*The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.*

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**Corporate Executive Representative Signature**

Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.*

*The position's duties are to be performed in accordance with the Department's Code of Conduct.*

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**Employee Signature**

Date (DD/MM/YYYY)

<b>REGISTERED</b>	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: NW	Date: 25.02.2019