

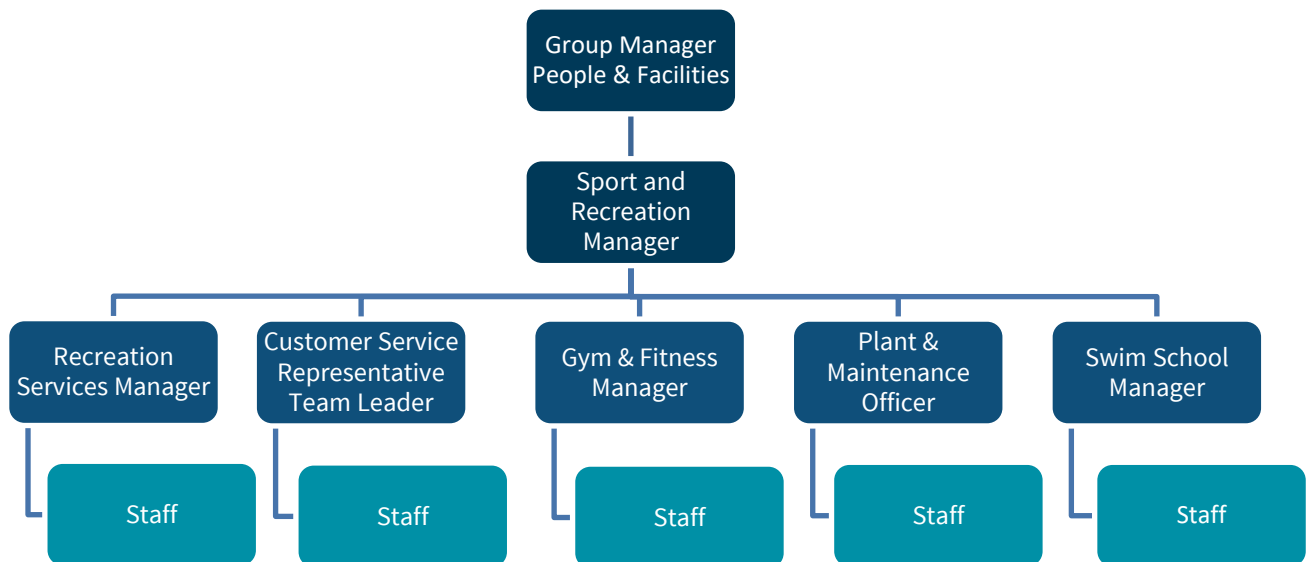
Position Description

Position Title:	Recreation Assistant
Reports To:	Recreation Services Manager
Team:	Sports Facility
Group:	Community Services
Employment Type:	Fixed Term, Part/Full Time, Casual
Date Modified:	June 2021

Purpose

To provide activities and care for minors during the EANC Holiday Programmes.

Group Structure



OUR Purpose

Supporting our communities to thrive by working together to provide services and places for people to connect, grow, live, work and play.

OUR Values

Our Values describe how we are going to achieve our purpose and vision, and they underpin how we work; they support how we make decisions, how we treat each other and our communities, and how we behave everyday. They guide us all and they apply to everyone in our organisation, no matter where we work or what we do.



- ✓ Build trust by communicating openly and acting with integrity
- ✓ Apply a customer lens to everything we do
- ✓ Make responsible decisions by balancing different needs
- ✓ Plan for our future and think sustainably
- ✓ Take responsibility and "own" our roles



- ✓ Know our stuff and encourage knowledge sharing and professional growth
- ✓ Learn from our successes and mistakes
- ✓ Aim to improve and innovate by questioning the status quo & bringing ideas to life
- ✓ Focus on solutions
- ✓ Follow through with our commitments



- ✓ Collaborate and tackle challenges together
- ✓ Work with and for our communities
- ✓ Think about how our work impacts others
- ✓ Acknowledge and celebrate our achievements
- ✓ Value and encourage social connections



- ✓ Encourage diverse ideas
- ✓ Keep an open mind
- ✓ Have empathy for and support one another
- ✓ Care for the wellbeing and safety of ourselves and others
- ✓ Seek to understand what is important to others

Key Accountabilities

School Holiday Programme Assistance

- Perform setup and pack down requirements of the Holiday Programme in line with daily procedures.
- Facilitate activities for the operation of the EANC School Holiday Programmes.
- Ensure activities are undertaken safely and that participant enjoyment is of paramount importance.
- Ensure the safety of all participants at all times both at EANC and off site.
- Maintain safe operating levels of children to assistants in line with approved ratios.
- Report any maintenance issues to the team leader.
- Complete all sign in and out processes in line with confirmed procedures.
- Ensure all programme feedback is recorded.
- Ensure understanding of all emergency procedures for all facilities that the programmes may take place at.
- Attend to and report any first aid incidents through ADC processes to the team leader and ensure reporting to the parent/caregiver.
- Ensure all relevant information is reported to parents/caregivers upon collection.

Corporate Contribution

- Contribute to and follow health and safety policies and procedures, including accurate reporting.
- Ensure proper care and use of plant, vehicles and equipment.
- Undertake any other relevant duties, as requested by your Manager or Group Manager.

Position Requirements

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant’s suitability for the role and the incumbent’s performance in the role.

Personal Qualities

Customer Focus

- Listens to customers and actively seeks to meet or exceed customer needs.
- Looks beyond the obvious to improve levels of service.
- Committed to delivering high quality outcomes for customers.

Detail Focus

- Observes fine details and identifies gaps in information.
- Prefers to follow processes to complete tasks.
- Considers maintaining levels of accuracy of high importance.

Teamwork

- Cooperates, collaborates and shares information with others in pursuit of team goals.
- Shows consideration, concern and respect for others feelings and ideas while accommodating to their style of working.
- Encourages constructive resolution of conflict within a group.

Knowledge and Skills

Communication Skills

- Organises information in a logical sequence using content appropriate for the purpose and audience, obtaining feedback to ensure understanding.
- Speaks clearly, concisely and confidently using a polite and considerate manner.
- Ensures written communication contains the necessary information to achieve their purpose.

Problem Solving

- Anticipates potential problems and pre-empts required actions.
- Continually liaises with key stakeholders to ensure full understanding of the issues.
- Evaluates implemented courses of action and makes adjustments as required.

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note

Specific performance measures for this position will be discussed between the position holder and their manager through the performance development review process. From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.