



POSITION DESCRIPTION

Position Title:	Youth, Sport and Recreation Assistant
Reporting to:	Youth, Sport and Recreation Team Leader / Wellbeing Coordinator (respectively)
Status:	Permanent / Part-time
Salary:	Level 1
Award Conditions:	Local Government Industry Award 2020
Location:	Various

POSITION STATEMENT

The Youth, Sport and Recreation Assistant will be trained to assist in the delivery of youth, sport and recreation activities and services that will ensure the activity needs of the community are supported, facilities are well maintained and programs are provided to the West Arnhem Regional Council community.

ACCOUNTABILITIES & RESPONSIBILITIES

Primary Tasks	<p>Under supervision, the Youth, Sport and Recreation Assistant will be trained to carry out Youth, Sport and Recreation activities that will include (but is not limited to) the following:</p> <ul style="list-style-type: none"> • Deliver a range of activities that promote health, wellbeing and community involvement. • Assist in the delivery of scheduled activities at the Youth Centre. • In consultation with the community, school groups and other key stakeholders, assist with planning implementation and facilitation of targeted youth activities. • Maintain sport and recreation facilities ensuring that the premises are clean, tidy and in a safe state. • Ensure the equipment is in good repair and is secure. • Participate in training and staff meetings as required. • With other staff, relevant stakeholders and community members, identify, develop and implement a range of regular activities such as sports (football, basketball) activities, or culturally-based activities, as appropriate. • Provide regular basic written reports on: <ul style="list-style-type: none"> ○ what events have been held and when; ○ number of people that attended; ○ any positive and negative feedback; and ○ what community meetings were attended and what was discussed. • Provide relief lifeguard duties in swimming pool where appropriate and as directed
----------------------	---



Teamwork	<ul style="list-style-type: none"> • Participate in a team approach to problem solving and encourage innovative practice. • Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel. • Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation.
Policies and Procedures	<ul style="list-style-type: none"> • Comply with all West Arnhem Regional Council Policies and Procedures.
Work Health and Safety	<ul style="list-style-type: none"> • In accordance with work health and safety legislation: <ul style="list-style-type: none"> ○ ensure you work safely, the way you work does not cause harm to others and you use measures within your control that prevent injuries or illnesses; and ○ within your area of responsibility, ensure compliance with work health and safety legislation and Council’s work health and safety policies and procedures. • Actively participate in safety improvement activities.
General Responsibilities	<ul style="list-style-type: none"> • Comply with the West Arnhem Regional Council ‘Code of Conduct’ and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time. • Other duties commensurate with skills and experience as directed by the Youth, Sport and Recreation Team Leader / Wellbeing Coordinator (respectively).

SELECTION CRITERIA

Essential	<ul style="list-style-type: none"> • Basic written and oral communication skills. • Interest in youth, sport and recreation activities. • Ability to work as part of a team and with minimal supervision. • Confidence to interact with a variety of people including community members. • Basic knowledge of work health and safety in the workplace. • National Criminal History Check clearance. • Current Working with Children/Ochre Card.
Desirable	<ul style="list-style-type: none"> • First Aid certificate (or willingness to obtain) • Certification in Sport and Rec (or willingness to obtain) • Current Northern Territory “C” Class manual driver licence or ability to obtain. • Experience working with youth programs and sport and recreation activities. • Basic computer skills.



YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Operating Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.

Reports to	Youth, Sport and Recreation Team Leader / Wellbeing Coordinator (respectively)
Internal	Council Services Manager Youth, Sport and Recreation Team People & Learning Team All Staff
External	Government and non-government representatives Council suppliers and local businesses Community Agencies Contractors and suppliers Youth Community Members

