



POSITION DESCRIPTION

Position Title			
Location	Jabiru	Department	Community and Council Services
Position Level	Level 3	Work Group	Wellbeing Services
Position Type	Permanent / Full time	Approval Date	31 July 2025
Coverage	WARC Enterprise Agreement 2024	Approved By	CEO

Position Objective

The Youth, Sport and Recreation Officer will 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.

Key Duties and Responsibilities

1. Deliver a range of activities that promote health, fitness and community involvement.
2. Promote and assist in running sporting and recreational events, including any community event.
3. In consultation with the community, school groups and other key stakeholders, assist in the planning, implementation and facilitation of targeted youth activities.
4. Maintain sport and recreation facilities ensuring that the premises are clean, tidy and in a safe state.
5. Ensure equipment is in good repair and is secure.
6. Participate in training and staff meetings as required.
7. 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.
8. Provide basic reports on:
 - a. what events have been held and when;
 - b. number of people that attended;
 - c. any positive and negative feedback; and
 - d. what community meetings were attended and what was discussed.
9. With regard to work health and safety in the workplace:
 - a. 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
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Wellbeing Services Coordinator which are within the employee's skills, competence and training.

Essential Criteria

1. Certificate III Sport, Aquatics, and Recreation or similar, or relevant experience.
2. Basic written and oral communication skills.
3. Ability to work as part of a team and with minimal supervision.
4. Ability to work and liaise with youth and the community in a positive way.
5. Ability to communicate sensitively and effectively with Aboriginal people.
6. Ability to communicate effectively across different language and clan groups.
7. Basic knowledge of work health and safety in the workplace.
8. Basic literacy and numeracy skills, and ability to write basic reports to record events.
9. Strong understanding and appreciation of Indigenous culture, living and working in remote communities and a demonstrated ability to be a good a cultural fit for Council.



Essential Criteria

10. Qualifications / licences:
- a. Current C Class Drivers licence, at a minimum.
 - b. Working with Children Check (Ochre Card).
 - c. Provide First Aid Certificate.

Desirable Criteria

- 1. Basic computer skills.
- 2. Lifeguard qualification (or willingness to obtain).

Organisational Relationships & Further Information

Reports to	Wellbeing Services Coordinator	Supervises	None
Internal liaising	Other managers All staff	External liaising	Community organisation representatives, Community members and stakeholders
Span of hours	Days on which ordinary hours can be worked – Monday to Sunday Span of ordinary hours – 5 am to 10 pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.