Blacktown City. Made Together

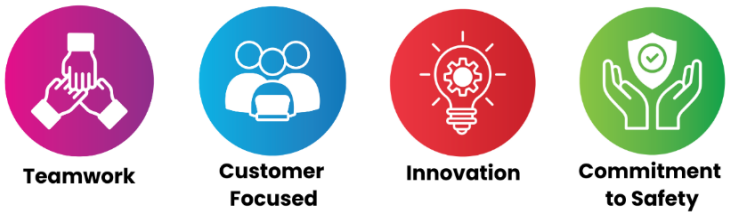
Position description

Recreation Officer

Summary information

Section	Community Development	**Directorate**	City Living
BCC number(s)	BCC1216 and BCC1563	**Position type**	Permanent, part-time and Casual
Grade	Grade 8	**Skill descriptor**	Band 3 Level 1
Reports to	Recreation Supervisor	**Direct reports**	No
Approval limit	$0	**Release limit**	$0
Created/reviewed	February 2015		

Our values



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Blacktown City Council

1. Position purpose

This role is primarily responsible for:

- providing a comprehensive recreation and cultural program that will encourage young people to use the Emerton Youth Recreation Centre (EYRC) for sport, leisure and recreational purposes with a particular focus on Arts and Cultural experiences and/or Sporting experiences
- the ongoing provision of information to the Recreation Supervisor on funding programs and initiatives available to Council for the continual development of programs and services.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Diploma or above in Youth Work and/or Visual Arts, Sport, Recreation, Leisure Studies or related discipline
- Suitable relevant experience working with young people in conducting recreational programs, especially of an indoor nature
- Current class C driver's licence
- Current Senior First Aid Certificate
- Current Working with Children Check.

Desirable:

- Knowledge of applicable legislation/regulations
- Computer literate
- Demonstrated commitment to customer service
- Ability to work independently and within a team environment
- Ability to communicate, negotiate and supervise young people
- Availability to work flexible working hours, including evenings and regular weekends.

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- In conjunction with the Recreation Supervisor, ensure suitable plans are developed for the implementation, development and evaluation of programs (including input into financial planning).
- Identify and understand the needs and issues relating to local young people in relation to leisure and culture and develop initiatives to meet such needs.
- Participate in and support the development of programs and various youth projects in the area as directed by the Recreation Supervisor or other authorised officers.
- Provide input and ideas into the development, implementation, maintenance and assessment of suitable marketing plans including research analysis, planning, promotion, publicity and public relations.
- Ensure support for EYRC recreation, leisure and cultural initiatives and make these projects viable to all sections of the community.
- Support the Recreation Supervisor in seeking and maintaining appropriate sponsorship.
- Assist in seeking and maintaining funding from government and non-government bodies for special projects and events.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
    - familiarise yourself with our volunteers policy and standards
    - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
    - undertake training needed to effectively coordinate volunteers
    - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the Child Protection (Working with

Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

- Day-to-day running of programs including setting up prior to arrival of participants, involvement in activities, group facilitation, supervision of participants in activities and packing up of equipment on completion.
- Assist in planning, programming, development and evaluation of activities and events, including sporting, art and cultural activities and events.
- Assist in monitoring usage of the centre in relation to the demographic profile of the population.
- Provide both written and verbal reports on programs including recommendations for future development.
- Assist in customer service at kiosk, stock takes, ordering of program equipment and kiosk stock.
- Maintenance, presentation and repair of equipment, the buildings and surrounds through appropriate processes e.g. maintenance, repair or replacement requests etc.
- Seek favourable publicity for the Centre and to promote the usage of the facilities by youth of the area and outside organisations within the defined policies of the Centre and Blacktown City Council.
- Develop community contacts and broaden community involvement in matters pertaining to the Centre in consultation and with agreement of the Recreation Supervisor.

- At the Recreation Supervisor's direction, to liaise and consult internally with various Council officers, departments and externally with sporting, cultural and other voluntary organisations in relation to EYRC events and programs.
- To run programs and events, including all organisational tasks, administration and supervision of casual employees and volunteers where appropriate with Recreation Supervisor approval.
- Identify with Recreation Supervisor safety training needs.
- Establish, implement and maintain suitable indicators to measure the success of programs and events.
- Actively participate in and contribute to staff meetings, training sessions and development projects.
- Other duties as required by the Recreation Supervisor or other authorised officers.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date: