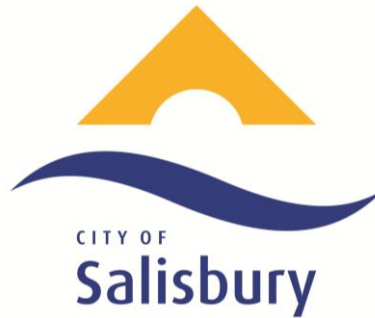




POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	KINDERGYM LEADER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16 2025
CLASSIFICATION:	MOA Level 3
DEPARTMENT / DIVISION:	COMMUNITY DEVELOPMENT/SPORT & RECREATION
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	SENIOR RECREATION PLANNER
DIRECT REPORTS:	NIL
POSITION NUMBER:	

POSITION OBJECTIVES:	• Deliver safe, engaging and inclusive Kindergym session for children aged 0-5 years. • Promote health and wellbeing via the Kindergym program, oversee children to use fine and gross motor skills, music and rhythm. • Provide high-quality customer service to children, parents and caregivers. • Contribute to the effective and efficient delivery of KinderGym programs and services. • Promote a positive image of City of Salisbury through professional and courteous interactions. • Work collaboratively with colleagues to achieve program objectives.
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us

	Empowerment • Take initiative and act with confidence • Make informed decisions and own the outcome • Share ideas, feedback and solutions • Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	• Deliver KinderGym programs in accordance with the Gymnastics Australia KinderGym Guiding Principles and Philosophy. • Plan and lead safe, fun and engaging activities that support children's cognitive, emotional and physical development. • Create interactive, multi-sensory play environments; focus on gross and fine motor skills; safe risk taking and active play. • Build positive relationships with children, parents and caregivers, encouraging their participation and engagement with program activities. • Provide high quality customer service and respond professionally to enquiries and challenging situations that are required to undertake conflict resolution and deal with difficult customers. • Adapt activities and programs to meet the age, abilities and developmental needs of participating children. • Maintain a safe, inclusive and welcoming environment for all participants. • Carry out duties, as required, consistent with classification level.
WHS RESPONSIBILITIES:	• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • Demonstrate professional conduct and behaviour at all times.

	• Comply with all relevant Gymnastics Australia policies, including, but not limited to Member Protection Policy, Child Safe Policy and Body Positive Guidelines. • Maintain knowledge of and adhere to current industry standards and best practice when planning, delivering and evaluating programs. • Maintain current qualifications, accreditations and industry knowledge relevant to the delivery of KinderGym programs. • Attend and actively participate in required safety, skills maintenance and professional development training provided by or approved through Gymnastics Australia, Gymnastics South Australia and the City of Salisbury.
COMPETENCIES:	• To be determined and written into the individual training plan upon commencement
ESSENTIAL SELECTION CRITERIA:	• Ability to work independently, use initiative and manage priorities effectively. • Well-developed communication and interpersonal skills. • Ability to build positive relationships with children, parents, caregivers and colleagues. • Knowledge of safe work practices and commitment to maintaining a safe and inclusive environment. • Understanding of child development and the ability to engage children through play-based activities. • Knowledge of, or ability to learn and apply the Gymnastics Australia KinderGym Guiding Principles and Philosophy and the Australian Physical Literacy Framework. • Understanding of child safety requirements and legislation relevant to working with children. KinderGym Leaders will be required to obtain the following accreditation and clearance. Council will support the successful applicants to obtain the following with costs covered by Council: • Gymnastics Australia KinderGym Intermediate Accreditation • Current Technical Membership with Gymnastics Australia • Working with Children's Check (WWCC) • First Aid (HLTAID011) and CPR (HLTAID009) • Safeguarding Children Training
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DESIRABLE SELECTION CRITERIA:	Experience and/or Qualifications • General knowledge in the role of Local Government and the services provided by Council. •
EXTENT OF AUTHORITY:	Nil.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: