

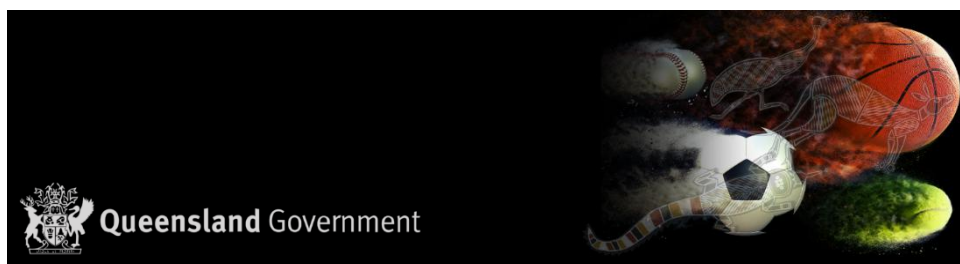
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CANDIDATE INFORMATION KIT

SPORT AND RECREATION OFFICER

Part Time - Based in Coen

Job Reference: CSC195



Applications will close Sunday 30 August 2026

Don't miss your chance to apply!

Cook Shire Council reserves the right to close applications prior to the advertised closing date if a suitable candidate is identified.



*In partnership with Queensland Government, Council is very excited to offer this position to support the delivery of the **Deadly Active Sport and Recreation Program (DASRP)**!*

Thank you for your interest in applying for the Sport and Recreation Officer (Coen) role with Cook Shire Council.

This is more than a job delivering sporting activities — it's an opportunity to help reconnect a community through sport, activity and shared experiences, funded through the Queensland Government's Deadly Active Sport and Recreation Program, supporting Council to deliver community-identified physical activity opportunities for Aboriginal and Torres Strait Islander peoples. While the program has a strong focus on increasing participation among Aboriginal and Torres Strait Islander communities, everyone in Coen is welcome and encouraged to get involved.

About Coen and the Cook Shire

Based in Coen this is a fantastic opportunity to make a real difference in the community by rebuilding participation, reconnecting with local residents and helping create activities that people genuinely want to be part of. Coen is located in the centre of Cook Shire - Queensland's largest local government area by land size and has a strong community spirit.

About the Role

Cook Shire Council is looking for an enthusiastic Sport and Recreation Officer to help reinvigorate and grow sport and recreation opportunities in Coen, this role is about getting people active, involved and connected? You will be working with people of all ages and creating fun, inclusive sporting activities that bring a community together, your enthusiasm, patience and ability to connect with people will be just as important as your sporting or recreation experience.

About Cook Shire Council

Cook Shire Council is a progressive and forward thinking organisation with a rich blend of culture and community connections and collaboration. Our Council brings tremendous positive opportunities and provides for a bright, healthy and sustainable future for our Shire, its residents and communities.

We have compiled this Candidate Information Kit to provide an overview of Cook Shire Council and the advertised position, to assist you in preparing your application.

The kit contains the following information:

- Application Guide
- Position Details
- Information about Cook Shire

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HOW TO APPLY

Prepare a letter and up to date resume. Tell us why you would like to be considered for this role and send it to us!

It would be helpful if you could answer the following questions in your application to us:

- ✓ Why does this particular role interest you?
- ✓ What skills do you have that would make you a suitable candidate?
- ✓ Do you have a current Working with Children's (Blue Card) First Aid & CPR Certificates?
- ✓ Include two employment-related referees.

Send your application:

In person: Main Administration Office, 10 Furneaux Street, Cooktown QLD.

Email: work@cook.qld.gov.au

Online: www.cook.qld.gov.au/work

PRE EMPLOYMENT MEDICAL EXAMINATION

If you are successful, a pre-employment medical examination will be required. Drug screening will be part of the medical examination. Positive result of any prohibited drugs may result in withdrawal of offer of employment.

SUMMARY & CONDITIONS OF EMPLOYMENT

JOB REFERENCE: CSC195	
Position:	Sports and Recreation Officer
Location:	Coen
Tenure:	Part Time – 15 Hours per week, Fixed Term 12 Months
Remuneration:	Queensland Local Government Industry (Stream A: Division 2, Section 1) Award – State 2017 – Level 2 - 3 \$41.11 - \$46.32 per hour + relevant allowances
Leave Entitlements:	5 weeks annual leave – paid on a pro - rata basis 15 days personal leave – paid on a pro – rata basis
Superannuation:	12% Superannuation contributions

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POSITION DESCRIPTION

Position Title	Sport and Recreation Officer (Coen) Part time (approx. 30 hours per fortnight) Up to 12 months fixed term
Division	Growth and Liveability
Location	Coen
Award/Classification	Queensland Local Government Industry (Stream A: Division 2, Section 1) Award – State 2017 – Level 2 to 3, dependent on qualifications and experience

1 POSITION OBJECTIVES

The Sports and Recreation Officer is responsible for reinvigorating and re-establishing Council's sport and recreation programs and activities for the Coen community, following a period of inactivity. This role will assess the current status of existing programs, rebuild relationships and engagement with the community, and redevelop schedules, plans, policies and procedures as needed to ensure programs and activities can be delivered efficiently and safely, in line with Council's requirements and approvals.

The focus is on rebuilding and growing sport and recreation opportunities for Coen by re-engaging the community, identifying current needs and interests, and encouraging renewed participation in physical activity and wellness initiatives.

This role is funded through the Queensland Government's Deadly Active Sport and Recreation Program.

Whilst the program provides support to Council to coordinate and facilitate the delivery of community-identified physical activity opportunities for Aboriginal and Torres Strait Islander peoples, with the aim to encourage and increase physical activity participation, all community members and residents of Coen are encouraged to participate in the program activities.

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

- Deliver culturally appropriate sport and recreation programs and activities, including:
 - after school sport/recreation activities for children;
 - a variety of sport and recreation programs for adults; and
 - school holiday programs.
- Ensure a safe environment for all participants, adhering to Council's risk management and safety procedures.
- Ensure all sporting and recreational equipment, facilities and venues are regularly cleaned, maintained and set up to a safe and presentable standard. This includes
 - conducting routine inspections;
 - performing minor repairs;
 - reporting damage or hazards;
 - setting up and packing down equipment;
- Engage positively with participants of all ages to encourage active and inclusive participation.
- Monitor participation and maintain attendance records.

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- Report any incidents or attendance concerns to Council's Recreation Facilities Coordinator.
- Liaise with facility staff and community partners as needed to support program delivery.
- Provide feedback to Council's Recreation Facilities Coordinator on program issues, successes or areas for minor adjustments.
- Maintain a clear understanding of funding arrangements and guidelines, ensuring program delivery aligns with funding requirements, and all reporting obligations are completed on time.
- Perform other duties as required, commensurate with classification level and as reasonably directed.

3 POSITION REQUIREMENTS

3.1 Qualifications, Experience, Skills and Knowledge

Mandatory:

- Previous experience delivering community-based or recreational programs.
- Ability to work independently and follow established schedules and procedures.
- Strong communication and interpersonal skills with people of all ages and backgrounds.
- Understanding of risk management and safety in a recreational setting.
- Current First Aid and CPR certification (or willingness to obtain).
- Working with Children Blue Card or ability to obtain (mandatory – no card, no start laws apply).
- Physical fitness and ability to move and manage sport and recreation equipment.
- Ability and commitment to working afternoons, evenings and/or weekends, depending on program schedule.

Desirable:

- Previous experience working in local government, community sport, or recreation settings.
- Sound understanding of, and respect for, Aboriginal and Torres Strait Islander culture and community protocols including facilitating culturally appropriate physical activity opportunities
- Relevant qualifications in sport, recreation, fitness, community services or a related field.

3.2 Interpersonal Skills

- Strong communication skills with the ability to communicate effectively with people of all ages.
- Ability to communicate effectively with Indigenous people and community groups.
- Strong commitment and ability to build positive and productive relationships.
- Team leadership abilities, in a sport and recreation or fitness environment.
- Good problem-solving and decision making skills.

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- Ability to maintain a high level of customer service satisfaction and quality of service to internal and external customers.
- Ability to work both independently with minimal supervision and within a team.
- Demonstrated enthusiasm, patience and ability to motivate participants.
- High level of initiative, reliability and professional conduct.
- Demonstrated ability to follow established safety and operational procedures.

3.3 Training

- Training will be provided as required.
- The incumbent may be required as part of this position to attend professional development opportunities.

3.4 Workplace Standards

- Compliance with Council's Code of Conduct, Corporate Policies and Procedures and relevant legislation.
- Embody and promote Council's mission and values, contributing to a positive and inclusive workplace culture.
- Promote and maintain a professional image, demonstrating respect, integrity and ethical behaviour in all Council duties and activities.
- Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- Contribute toward the overall efficient and effective operations of Council.

3.5 Workplace Health and Safety

- Compliance with Council's Workplace Health and Safety Management Systems and *Work Health and Safety Act 2011* (Qld).
- Compliance with all documented WHS policies, procedures and reasonable instructions issued by Council and its officers.
- Adopt a "safety first / risk adverse" mindset to ensure the well-being of yourself and others.
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards in the workplace, and/or report hazards and risks in accordance with WHS procedures.
- Report workplace incidents, including, but not limited to injuries, property damage and near misses and, if requested, actively participate in WHS investigations within the workplace.
- Actively participate in training provided by Council in relation to WHS management principles and practices appropriate to your role and responsibilities within the Council.

4 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Reports to Council's Recreation Facilities Coordinator.
- Liaises with Council officers, contractors, community members and organisations.

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5 EXTENT OF AUTHORITY

- Designated Procurement Delegation as per Cook Shire Council Procurement Policy.
- The incumbent will take responsibility for decision making outcomes, directly related to their primary objectives and key duties.

6 OTHER INFORMATION

- Cook Shire Council is an equal opportunity employer.
- Cook Shire Council operates under a Certified Agreement.
- This position description will be subject to change from time to time as Cook Shire Council's organisational direction is refined and developed to meet ongoing needs. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.

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INFORMATION ABOUT COOK SHIRE

Cook Shire is the largest land area Shire in Queensland covering 106,000km² and encompassing some 80% of the Cape York Peninsula region of Far North Queensland. The Shire also shares boundaries with a number of Aboriginal Shire Councils as well as Mareeba, Douglas and Carpentaria Shires. Our population is around 5,000 shire-wide.

Our natural environments across the Shire are as diverse as they are spectacular, including rainforest, savannah country, agricultural and pastoral land, tropical islands and a number of towns. Cooktown is our largest town and is home to the Council administration office and works depot. Other townships and localities include Marton, Lakeland, Laura, Coen, Ayton, Rossville, Helenvale and Portland Roads.

Cook Shire is a developing local government area with a steady increase in population, particularly in Cooktown. The Endeavour Valley and Lakeland are the centres of horticulture whilst other areas support the cattle industry. Cooktown has a thriving recreational and commercial fishing industry, which includes live coral trout and crayfish, prawns and other fisheries.

One of Australia's most historically significant townships, Cooktown is the location where Captain James Cook spent almost seven weeks repairing his vessel, the HM Bark Endeavour. Some of the most extraordinary discoveries and interactions with local Aboriginal people occurred here in 1770.

Weather

Coen has a tropical savanna climate with distinct wet and dry seasons. Daytime temperatures are usually over 30°C most of the year. The wet season generally occurs from December to March and the dry season runs from May to October.

Coen Services

General Stores	Fuel	Airport
Cafes	Medical Centre	Hotel
Camping	Guesthouse	Post Office
State School	Police Station	Sports Oval
Community Library	Ranger Base	

Getting here

FLY	1 hour 45 minute flight from Coen to Cairns
DRIVE	4.5 hour drive from Coen to Cooktown
	6 hour 45 minute drive from Coen to Cairns

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About Coen

There's plenty of life in the old mining community of Coen. Originally the town was created around a repeater station in the Overland Telegraph Line to the Tip of Cape York Peninsula. Camp on the town's outskirts in a bush camping ground at The Bend on Coen river – you'll appreciate the beauty of access to a toilet facility if you have been going rough.

Coen lies in the centre of the Cape York Peninsula, part of the large Cook Shire Council. It is a hub of government services with facilities including two shops with fuel outlets, a cafe and takeaway, medical centre, hotel, camping and guesthouse.

Cape York House sits solidly in the main street, a community project where the town's history is presented within a building made from recycled materials from the now-demolished Mein telegraph repeater station. This original Mein station was situated north of the current Archer River Roadhouse.

You'll find police and a post office based within Coen. There is also a very active Aboriginal corporation which co-ordinates services for local Indigenous people.

At the southern end of the main street is the Coen Heritage House, with displays about local history, including information on the Gold Rush, local families, and the building of the Telegraph Line. A collection of mining equipment, previously part of the Cape York Mining Museum in Weipa, is also on display.

A visit to the Gold Mine at Coen is very interesting. You will find a working four head stamper along with a personal entertaining descriptive guide. Camping and caravan facilities are available as well.

Just north of Coen, you'll find a lovely swimming and camping spot; there is a drop toilet here. 20 kilometres north of Coen is the Quarantine Inspection Station where it provides travel information for the Cape.

For details on companies who run regular services to Coen and other great travel information, take a look at our tourism website www.cooktownandcapeyork.com.

Information

For further information about our Council and Shire please visit Council's website www.cook.qld.gov.au.

Privacy

Cook Shire Council is committed to helping you protect your privacy. The information provided by you and information retrieved from databases held by Cook Shire and displayed to you online is intended for the sole use of the authenticated user for the purpose of enhancing customer interactions with Cook Shire Council.

By submitting your application to Council, you agree that we may use your personal information for the purpose of processing your application. If you are shortlisted for interview and we perform a reference check, third parties may be contacted to obtain more information about you.

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