

Position Description



POSITION TITLE	Project Coordinator – Junior Rangers
POSITION NUMBER	104003
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 6
POSITION TYPE	Fixed Term Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Principal Programs
LOCATION/S	Ti Tree
SUPERVISOR	Program Manager - Projects
POSITIONS SUPERVISED	This position has one report

PRIMARY OBJECTIVE

The Project Coordinator - Junior Rangers will play a vital role in delivering the Ti Tree Junior Ranger Program, collaborating with the Project Officer to provide cultural and environmental education to school-aged children at Ti Tree School and within the broader community. The primary objective of the program is to facilitate the intergenerational transfer of First Nations cultural knowledge and resource management practices.

The Project Coordinator – Junior Rangers, in partnership with the Program Manager - Projects, will assist the Steering Committee, comprising of Ranger Groups, Schools, Traditional Owners, and Elders, to develop a place-based curriculum that guides the program's delivery and evaluation. Through this role, the Project Coordinator will help ensure the program aligns with the community needs and supports both classroom-based and On-Country learning experiences for First Nations students from the Anmatjere region.

KEY DUTIES AND RESPONSIBILITIES

1. Deliver and coordinate the Ti Tree Junior Ranger Program in alignment with the Junior Ranger Program Funding Agreement and for First Nation students in Ti Tree and surrounding outstations.
2. Arrange and attend Steering Committee meetings to provide support and ensure the successful delivery of the program, while facilitating knowledge-sharing between Elders and Junior Rangers to strengthen cultural heritage and identity.
3. Implement the Junior Ranger program in collaboration with the school staff, and getting support from the school principal as required to meet the program objectives by:
 - Attending all Junior Ranger Program activities including bush trips and facilitate the transportation of the students to attend the Junior Ranger Program.
 - Coordinating logistics for field trips, camps, workshops and training activities.
 - Maintaining records of the program activities, participant progress and outcomes, and manage project schedules.
 - Promoting family awareness through community consultation and involvement in the Junior Ranger Program to encourage school attendance and improve literacy and numeracy skills.
4. Ensure effective communication, liaison and follow-up with students and other stakeholders by:
 - Preparing reports and updates for funding bodies and stakeholders.
 - Providing the school, management team and other stakeholders with comprehensive information and timely advice on all program matters.

Approved: 07/04/2025

Ilario Sabatino, Chief Executive Officer

5. Identify career pathways and create career plans for youth transitioning from school to further studies or employment.
6. Demonstrate cultural awareness and maintain a friendly/approachable attitude towards all employees, families, local indigenous communities, and stakeholders.
7. Be engaged in an effective and proactive health, safety and wellbeing culture.
8. Any other reasonable duties delegated by the Supervisor which are within level.

SELECTION CRITERIA

Essential

1. Previous experience as a teacher aide, teacher, education support worker or in a similar learning environment is required.
2. Demonstrated experience working with young Aboriginal people from remote communities in a schooling, youth work, training or community development context.
3. Demonstrated understanding of Aboriginal culture, community protocols, and cultural obligations, with the ability to establish and maintain respectful and effective relationships with Aboriginal people, communities, Traditional Owners and Elders.
4. Proven ability to:
 - Supervise, lead and motivate a small team to achieve project goals.
 - Communicate effectively with staff, students, parents, community members, and stakeholders.
 - Facilitate regular meetings, providing program feedback, and receiving input on program delivery from the community.
 - Coordinate program activities and manage competing priorities.
5. Demonstrated computer literacy, including Microsoft office applications, report writing and record management.
6. Current Class C licence and willingness to undertake 4WD training and travel to remote communities by road or air.
7. Ability to obtain and maintain a satisfactory Police Check and Working with Children Care (Ochre Card).

Desirable

1. Videography and photography skills for documenting program activities.
2. Knowledge of the Junior Ranger Program framework, Indigenous land management or environmental education programs.