



# BYRON SHIRE COUNCIL

## POSITION DESCRIPTION

**POSITION:** **Outside School Hours Care (OSHC) Coordinator**

**REPORTS TO:** Children’s Services Coordinator

**DIRECTORATE:** Corporate and Community Services

**BRANCH:** Community Development

**CLASSIFICATION:** Grade 6

**STAFF:** Nil

|                  |  |  |
|------------------|--|--|
| <b>CONTACTS:</b> | <b>Internal</b>                            | <b>External</b>  |
|                  | General Management and staff at all levels | Customers<br>Consultants<br>Contractors<br>Government Departments<br>Community Organisations |

**POSITION OBJECTIVE:**

To co-ordinate and identify as the **Nominated Supervisor** for Out of School Hours Care Services (After School Care and Vacation Care) provided by Council to the community.

*Hours of work will be rostered within After School Care and/or Vacation Care service times, dependant on demand and numbers of children booked.*

**ORGANISATION VALUES:**

You will demonstrate the Byron Shire Council’s Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM AND PURPOSE



WE ARE OPEN, HONEST AND RESPECTFUL



WE FOSTER WELLBEING AND CREATIVITY



WE ACHIEVE OUR GOALS AND SUCCEED TOGETHER

**KEY RESPONSIBILITIES:****Organisational Relationships**

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

**Operations Management**

- Develop, promote, implement and evaluate a creative, safe and well organised program of activities for Primary School age children in accordance with My Time Our Place.
- Implement all areas of the National Quality Framework, Regulations and My TIME OUR PLACE
- Ensure all National Regulations and compliancy is maintained to the highest quality at all times.
- Ensure the Educational Leader role is a key focus at the service.
- Assist with the development, implementation and evaluation of written policies and procedures for the operation of the program.
- Enhance the co-ordination of the Program through communication with other workers/volunteers on the program, parents/guardians of the children, staff within the Schools, including regular meetings with staff.
- Work in conjunction with the School Principals, including contributing to newsletters, advertising and Grants.
- Ensure all Administrative task including account management, debts and CCMS is maintained.
- Supervise students or volunteers working on the program.

**Financial Management**

- Ensure compliance with delegations of the position is maintained
- Ensure that activities operate within budgetary constraints.

**Human Resource Management**

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

**Work Health & Safety Management**

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices
- Report all risks, hazards, incidents and injuries immediately to Children's Services Coordinator.

**Other Duties**

- Other such duties as required that are within the limits of the employee's skill, competence and training.

**QUALIFICATIONS:**

- A current first aid certificate.
- A current Child Protection Certificate.
- A minimum of a TAFE Certificate in Early Education and Care or School Age Care is desirable.

- Working with Children Check.

#### **EXPERIENCE:**

- Relevant experience working with children ages 5 to 12 years.
- Understanding of the National Quality Framework, Regulations and MTOP ensuring compliance.
- Understanding of the Assessment and Rating Process
- Demonstrated understanding of the Educational Leader Role
- Leadership skills.

#### **KNOWLEDGE:**

- Knowledge of age appropriate experiences and interactions for children aged 5 - 12 years.
- Understanding of the National Quality Framework, Regulations and MTOP ensuring compliance.
- Understanding of the Assessment and Rating Process
- Understanding of the Educational Leader Role.

#### **COMPETENCIES:**

Demonstrated ability to:

- Identify and meet individual children's needs.
- Promote and maintain an effective level of teamwork with guardians of children, other staff and volunteers.
- Plan and organise recreational and creative activities for children in the 5 - 12 years age group without direct supervision.
- Provide excellent customer service and delivery quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.

**SELECTION CRITERIA**

**Essential Criteria**

- Relevant experience working with children aged 5 - 12 years.
- Understanding of the National Quality Framework, Regulations and My Time Our Place
- Understanding of the Assessment and Rating Process
- Understanding of the Educational Leader Role
- Demonstrated knowledge of age appropriate experiences and interactions for children aged 5 to 12 years.
- Demonstrated well-developed interpersonal communication skills with the ability to communicate effectively with children, parents and other staff to provide a professional service, resolve conflicts and negotiate effective work outcomes.
- Demonstrated ability to work with established procedures and systems as part of a multi-skilled team, to deliver and contribute to the effective functioning of the OSHC service.
- Excellent organisation skills and ability to plan and prioritise multiple recreational and creative activities for children while consistently meeting agreed timeframes.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint).
- Current Drivers Licence.

**Preferred Criteria**

- TAFE Certificate of Early Education and Care or School Age Care
- Demonstrated ability to create and maintain a safe environment, prepare for and respond to emergencies, accidents and injuries.
- Demonstrated ability to supervise other staff and volunteers.
- Commitment to and understanding of process improvement and sustainability principles.

**PRESENT OCCUPANT:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SUPERVISOR:** Children's Services Coordinator

**SIGNATURE:** \_\_\_\_\_