

Position Description

Recreation Coordinator

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child’s potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

 SERVICE	 PROFESSIONALISM	 TRUST	 RESPECT	 COLLABORATION & ENGAGEMENT	 HONESTY & INTEGRITY	 COURAGE & TENACITY	 SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

Recreation Coordinator is responsible for managing planning, implementation and delivery of educational and recreation programs for Anangu students residing at Wiltja Boarding. They are also responsible for coordinating the planning and participation in programs that address health and emotional welfare issue of Anangu students in culturally appropriate ways.

Position title	Recreation Coordinator
Classification	OPS4
Division	Partnerships, Schools and Preschools
Directorate	Professional Practice Networks
Location	Folland Avenue, Lightview
Reports to	E&CS Level 1-Manager
Direct reports	Nil
Role description date	November 2023



What you will do (key outcomes)

1. Coordinate, implement and maintain forward plans and deliver appropriate, high quality recreation and educational program for Wiltja Boarding students in consultation with the Manager. Programs which are developed are based on sound, documented educational objectives and outcomes.
2. Manage and prepare an annual Recreation Budget, monitor expenditure on an ongoing basis, prepare requests for funding in a timely manner and account for expenditure in collaboration with the Manager and Finance Officer
3. Facilitate students participation in recreation activities by coordinating, directly supervising and monitoring the activities
4. Participate in assessment and review of the recreation program on a regular basis in order to best meet identified and changing student needs.
5. Coordinate programs that focus on student wellbeing, personal development, vocational education, work opportunities, student pathways and other programs that will enhance student opportunities to be self-determining in their future lives.
6. Manage and update recreational program procedures, systems and equipment.
7. Program coordinator for the Duke of Edinburgh program, which encompasses a comprehensive array of tasks aimed at the effective administration and management of this initiative. These duties include but are not limited to the facilitation of eligible student enrollments, as well as the diligent oversight of ongoing engagement and communication with the Duke of Edinburgh team.
8. Management of grant-related activities. This encompasses the identification, pursuit, and successful acquisition of grants from diverse organizations, as well as the effective allocation and expenditure of these funds in alignment with the organization's mission and goals. Close collaboration with the Manager and Finance Officer is essential to ensure the judicious and compliant utilization of grant resources.
9. Coordinate and mentor the work of OPS3 Recreation Officers and OPS2 Support Youth Workers and OPS3 Youth Workers engaged in the delivery of the recreation program.
10. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.



The capabilities you will bring (key competencies)

- **Interpersonal skills:** Proven ability to work independently under general direction, successfully facilitate and guide effective teamwork, evaluate issues and exercise initiative, discretion and judgment in the day to day coordination and support of work programs, services and operations including evaluating and mitigating the factors that contribute to risk
- **Communication and Stakeholder Engagement:** Well-developed and effective verbal and written communication skills to communicate and work with people from diverse backgrounds, and to work successfully with, and provide leadership to adolescent students
- **Project Management:** Proven experience in planning, developing and evaluating educational and recreation programs for Anangu students, managing resources and planning and coordinating activities to ensure the satisfaction of operational performance goals and objectives
- **Financial knowledge:** Proven experience in coordinating and planning an annual recreation budget, monitor expenditure on an ongoing basis, prepare requests for funding in a timely manner and account for expenditure in collaboration with Manager and Finance Officer
- **Specialist knowledge:** Demonstrated knowledge of and experience working successfully with Remote Aboriginal Communities
- **Promoting a Safe & Inclusive Work Environment:** Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of Equal Opportunity and Work, Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
<p>Direct working relationships:</p> <ul style="list-style-type: none"> • Manager • Operations Manager • Senior Youth Worker <p>Internal working relationships:</p> <ul style="list-style-type: none"> • Administration staff • OPS3 Recreation Officer • OPS3 Youth Worker • OPS2 Support Youth Worker <p>External working relationships:</p> <ul style="list-style-type: none"> • Government and non-government agencies • Non- government schools • Professional associations • Interstate systems • Families • Community groups. 	<p>Essential: Nil</p> <p>Desirable: Physical or Outdoor Education or allied field</p>



Corporate responsibilities	Special conditions
<p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code of Ethics at all times</p> <p>Support diversity and promote an inclusive workplace for everyone</p> <p>Maintain a commitment to Work Health and Safety legislative requirements</p>	<p>You may need a current driver's license and be willing to drive</p> <p>You may be asked to work out of hours</p> <p>You may need to travel within or outside South Australia</p> <p>You need to achieve mutually agreed performance goals</p> <p>You must have a current Working with Children Check</p> <p>You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training</p> <p>You must be an Australian resident or provide evidence you have a current work permit</p>

<p>Assessed by: Tazeen Adnan People and Culture</p>		<p>Approved by: Mark Ames, Education Director</p>	
<p>Date: 02 November, 2023</p>		<p>Date: 17 November, 2023</p>	