

Position Description

Job Title	Sports and Recreation Officer
Organisational Context	Aurukun Shire Council is an Indigenous community of about 1450 people. Council provides a variety of services to the community that include provision of education, health, police, and welfare services; operation of airport, postal and bank agencies; development and maintenance of roads and housing. Funding is received through both State and Federal governments.
Department	Community Services
Award & Classification Level	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1 – Administrative, Clerical, Technical, Professional, Community Services, Supervisory & Managerial (ACTPCSSM) Services.
Location	Aurukun
Reports to	Director Community Services
Position Scope	This position has direct contact with staff, the public and visitors to Aurukun.
Employees Supervised	Nil
Job Role & Key Objective/s	The Sports and Recreation Officer will maintain and improve the quality of life, health and well being of all residents by developing promoting and delivering quality sport and recreational activities. This role will contribute to the efficient and productive operation of community services initiatives delivered by Aurukun Shire Council and the Deadly Active Sport and Recreation Program.
Qualifications, Experience & Personal Attributed	<ul style="list-style-type: none"> • Clear Police Check • Working with Children Blue Card • A Tertiary qualification in sports and/or recreation discipline or relevant work • A current C class motor vehicle license • A current First Aid & CPR Certificate (includes working in an educational setting with children) • Certificate IV in Fitness (desirable) • Previous work experience in the sport and recreation industry, particularly in Local Government • Sports Coach Certificates (desirable) • Demonstrate the ability to communicate effectively with people of all ages • Highly developed written and verbal communication skills, including knowledge of the Microsoft office suite, with experience in report writing and funding submissions

	<ul style="list-style-type: none"> • Mentoring, Instructing and coaching skills in a variety of sports • Experience in managing a variety of programs and budgets • Experience and knowledge of sport and recreation issues, particularly in relation to rural and remote communities • Broad knowledge of a variety of sports and recreational activities and the ability to provide a range of physical activities for youth (primary and secondary). • Experience in planning active programs for school holiday and after school care
<p>Duties & Responsibilities</p>	<ul style="list-style-type: none"> • Organise and deliver after school sport/recreation activities for children and a variety of adult sport and recreation programs • Develop networks and strong relationships with various community stakeholders, partnerships and local & regional sport and recreation groups, school, and others to facilitate the delivery of the sport and recreation needs of the community • Actively seek out new sports and recreation opportunities that will increase participation amongst low-participation groups • Plan, promote and assist others to deliver programs and activities specified in the short-term and long-term plans • Plan, promote and coordinate the delivery of a school holiday program • Organise participation in regional-level sport and recreation carnivals and events • Provide expertise and advice to existing community sporting and recreation groups to build their knowledge and capacity to run successful ongoing programs, particularly during after school and holiday period • Seek out opportunities for community members to attain accreditation in the areas of coaching and refereeing/umpiring various sports • Provide advice to the Aurukun Shire Council regarding specific needs relating to sport and recreation that will facilitate increased participation rates, including facilities, policies, and programs • Develop, under the guidance of the Director, annual budgets, and annual work plans • Seek out, prepare submit applications for external funding that will enable increased participation of community members in sport and recreation. Manage successful submissions • Prepare and submit monthly reports for the Director. • Prepare, under the guidance of the Director, acquittal reports and other requirements of any funding agreement with Sport & Recreation Queensland • Provide relief supervision at the Splash Park as requested • Maintenance of Workplace Health & Safety requirements

	<ul style="list-style-type: none"> • Adhere to Council's policies and procedures • Other duties as directed
Key Performance Indicators	<ol style="list-style-type: none"> 1. Completion of all duties in a timely and efficient manner 2. Prompt reporting of any difficulties encountered requiring remedial actions to the Director of Community Services 3. Compliance with all Policies & Procedures and code of conduct 4. Compliance with all workplace health and safety standard 5. Punctuality and Reliability and courtesy always 6. Demonstrated planning and completion of projects identified in the Deadly Active Sport and Recreation Program Annual Work Plan. 7. Engagement with other stakeholders contributing to physical activity programs.

I, _____ acknowledge and agree to the above position description.

Employee's Signature _____

Date _____