

Position Vacant

Job Title: **Playgroup Coordinator**
Work type: Full time position
Department: Community Services
Pay range: \$75,500 - \$80,000 per annum + allowances dependant on qualifications and experience

About the Organisation

Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.

Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal services, aged care and childcare provision. Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.

About the Role

This role is residential and based in Aurukun.

Reporting to the Family Support Worker, the Playgroup Coordinator will undertake an educative role by providing a quality play experience that increases secure attachment between children and their caregivers. You will enhance child development and support access to further participation in early childhood education and care services with the support of the Family Support Worker.

Key Accountabilities

- Plan manage and coordinate the activities of the Playgroup
- Ensure that a developmentally appropriate program is planned, implemented and monitored for each child
- Train, supervise and mentor Wik or Wik Waya person/s who will be employed
- Form relationships with young parents that allow the Family Support Worker to undertake an educative and supportive role in family child rearing practices
- Encourage and support access to, and participation in early childhood education and care services (playgroup, long day care, pre-Prep and Prep) in Aurukun
- Work accountably, responsibly and effectively in a complex community environment with minimal supervision
- Work in Childcare rooms when required for leave relief and during down time for Playgroup

Qualifications, Skills and Attributes

Mandatory

- Attained or working towards a Certificate III or IV in Early Childhood Education and Care or a Diploma in Early Childhood Education and Care.
- Related work experience
- Positive Blue Card (working with children check)
- Manual Drivers licence
- Able to follow directions and take responsibility for your duties while working independently and as part of a team to achieve positive outcomes
- High level of commitment to undertake community-based work, and interact positively, and work effectively, in a remote Aboriginal Community.
- High level of ability to interact sensitively and effectively when working with children, young people and families
- Knowledge of and adherence to all relevant early childhood legislative policies and procedures, both State and Commonwealth
- Safe Food Handling (Supervision) desirable
- Demonstrated experience and understanding of Aboriginal and Torres Strait Islander cultures

Benefits

Joining ASC means becoming part of an organisation with strong cultural values with a focus on providing exceptional services to, and for, the community.

You will be offered;

- A salary of \$75,500.00 to \$80,000.00 per annum plus superannuation - some overtime at penalty rates may be available
- 5 weeks annual leave, 3 weeks personal leave per year
- Access to our Employee Assistance Program (EAP)

Where the successful applicant is sourced from outside the Shire of Aurukun:

- Subsidised accommodation provided
- Extra 8 Days Isolation Leave per year
- Minimum 2 return flights per year to Cairns from Aurukun in accordance with Council policy
- Relocation expenses in accordance with Council policy

How to apply

To apply, email a copy of your current resume and cover letter of no more than 1 page in length to hrmanager@aurukun.qld.gov.au

Applications close 4pm Friday 18 September 2026.

Shortlisting for this position will begin immediately and Council reserves the right fill the role prior to the nominated closing date. Only shortlisted applicants will be contacted. Appointment to this position is subject to a satisfactory National Police Check and pre-employment medical assessment.

For further information or a copy of the position description contact the HR Manager on **0418 387 516** or email hrmanager@aurukun.qld.gov.au