



Position Description

POSITION DETAILS	
Date of PD	March 2023
Position Title	RECREATION ASSISTANT - CASUAL
Position Grade	4
Directorate Business Unit	Community Services - Social and Community Service
Reports to	Supervisor Recreation Programs & Services
Physical Requirements Category	Category 3 - Combined role with some Physical Requirements

POSITION OVERVIEW

This position plays an integral part in supporting the Recreation Programs & Services team, who are responsible for providing healthy active living opportunities to the community through initiatives such as the School Holiday Program, the Active Parramatta Fitness Program, the Active Parramatta Van, and providing administrative assistance.

KEY RESPONSIBILITIES

- Provide administrative duties for various programs by attending sport and recreation activities, supporting internal and external providers in the facilitation of activities, as well as assisting the booking office
- Perform other tasks as required within the Recreation Programs & Services team such as administration, research, evaluation and customer service.
- Liaise with the Recreation Programs & Services team regarding activity specifics such as location, setup, pack up, wet weather contingencies, problems with program participant's health, behaviour and their well-being.
- Work independently and within a team displaying appropriate judgement, flexibility, organisational awareness, problem solving and decision making skills.
- Ensure that all safety procedures are complied with including fire procedures, safety instructions, risk assessments, medical forms, accident forms and that children do not leave the site unsupervised
- Liaise with customers and activity providers ensuring positive public relations for Council are presented.
- Undertake an inventory of major items and return all equipment to Council on completion of activity/programs.
- Assist in the evaluation of programs and procedures offering feedback and suggestions constructively
- Treat all customers with dignity and respect, regardless of sex, race, religion, culture, language, background or disability.

- Ensure EEO, OH&S and the principles for a culturally diverse society and Council policies are complied with at all times
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honesty and with fairness.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.

Knowledge

Qualifications (Level)

- Minimum qualification of Higher School Certificate or equivalent
- First Aid including Cardiopulmonary Resuscitation
- NSW Working with Children Check Clearance
- Class C Driver License

Experience

- Experience in recreation / child care industry
- Capacity and willingness to be involved in recreational activities where required by activity providers
- Ability to understand and apply EEO, OH&S and ethical practice principles
- Willingness to work to a roster

Skills

- Strong teamwork and communication skills
- Strong customer service focus
- Problem solving and conflict resolution skills

Acknowledgement:

I, acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee's Signature..... Date:

Manager's Signature..... Date: