

Position Title:	Sport and Recreation Officer
Position Status:	Permanent, part-time
Department:	Economic and Community Development
Location:	Normanton
Award Classification/Level:	LGE Level 2
Hours of Duty:	Minimum 25 hrs per week
Award & Enterprise Agreement:	Local Government Employees Award & Carpentaria Shire Council Administrative Agreement 2013
Delegations:	As per delegations register
Reporting to:	Manager, Economic and Community Development

Primary Objectives of the Position

The purpose of the Sport and Recreation Officer position is to ensure the effective use of Council's sporting facilities. The position holder is also expected to assist in the planning, coordination and delivery of sporting and recreation and leisure activities to the community.

Duties & Responsibilities

- Work closely with the Centre Coordinator to oversee the correct usage of Council's sporting facilities, ensuring they are used equitably and responsibly.
- Organise and deliver afterschool sport and recreational activities for youth as well as variety of sport and recreational programs for the general community.
- Activity seek out new sport and recreational opportunities that will increase participation amongst low participation groups.
- Establish and maintain strong working relationships and partnerships with local and regional sporting groups, local schools and other stakeholders.
- Liaise regularly with community groups and stakeholders to gain an understanding of the sport and recreational activities that are desired by the community.
- Collate information and prepare reports as required.
- Any other duties deemed to be within skill set and accountability levels.

Skills, Knowledge, Experience and Qualifications

Skills, Knowledge and Experience

- Experience in delivering sport and recreational activities.
- Basic knowledge of safety procedures and requirements for the storage of hazardous chemicals;
- Ability to educate and instruct patrons on behaviour and safety;
- Basic computer skills;
- Ability to proactively and positively promote Council.

Qualifications/Licenses

- Current class "C" driver's licence;
- Current First Aid and CPR Certificate or ability to obtain prior to commencement;
- Current Qld Working with Children Check (Blue Card) or ability to obtain prior to commencement;
- Current Lifeguard Certificate or willingness to obtain upon commencement.

Workplace Health & Safety and Equal Employment Opportunity Requirements

Work Health and Safety (WHS)

- Follow safe practices and procedures to perform your duties in a manner that does not put yourself or others at risk of harm;
- Actively participate in WHS inductions and training;
- Participate in the development of safe work method statements and risk assessments with your supervisor when required;
- Wear personal protective equipment (PPE) in the prescribed manner and when required;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including telecommunication devices;
- Report all hazards, near misses and damage to Council's property to the responsible Supervisor.

Injury Management

- Report all injuries or illnesses to the responsible Supervisor immediately;
- If injured at work, actively cooperate and participate with injury management obligations and return to work plans if applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Supervisor.

Equal Employment Opportunity (EEO)

- Recognise the skills and talents of other staff members;
- Treat people fairly;
- Act to prevent bullying, harassment and discrimination against others in your workplace;
- Respect differences among your colleagues and customers such as cultural and social diversity.