



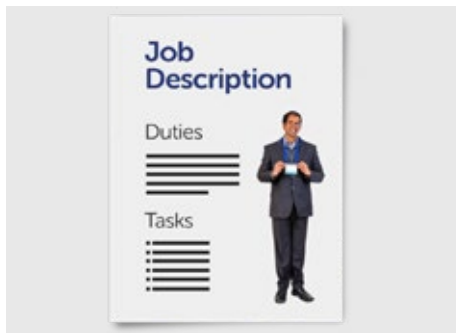
Lifestyle and opportunity
at your doorstep

Job description for Community Development Project Administrator

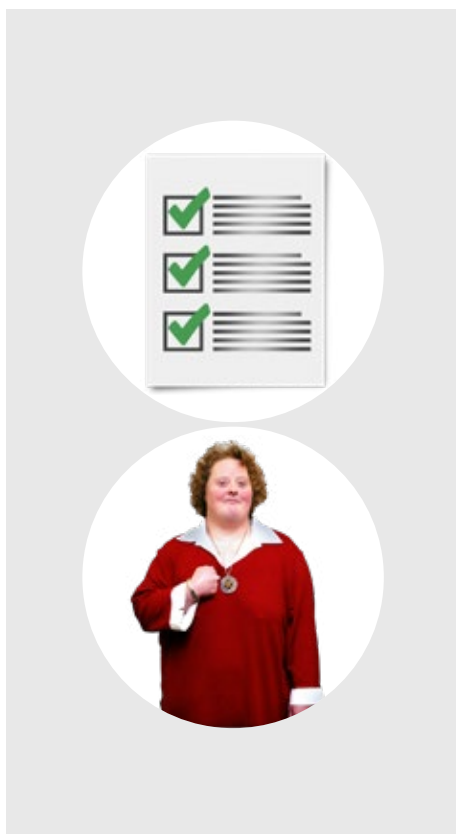


Easy Read

About this job description



This is a **job description** for a job at the City of Ryde.



A **job description** tells you

- The things you will do in the job
- What you need to be the right person for the job.



The job is called **Community Development Project Administrator**.

About the job



The Community Development Project Administrator is part of the **Community Services Team**.



The **Community Services Team** does things for the community.



The job is for a person with intellectual disability.



The Community Development Project Administrator supports the team with many things.

You will do office things like



- Give information to people and services in the community



- Deal with money for paying things



- Write notes at meetings



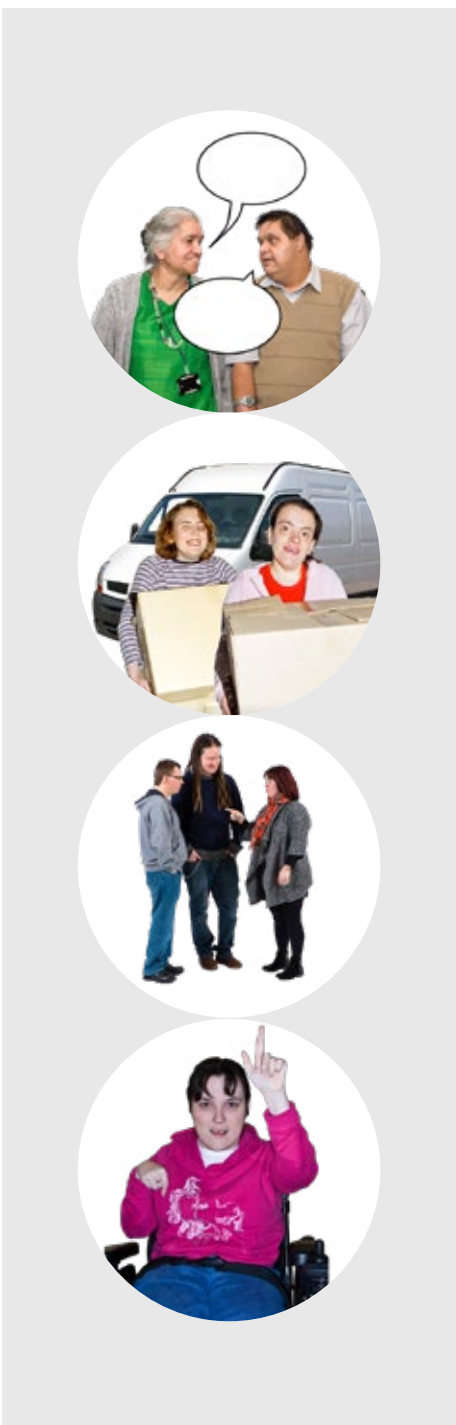
- Add information to our **database**.



A **database** is where we keep all our information on a computer.

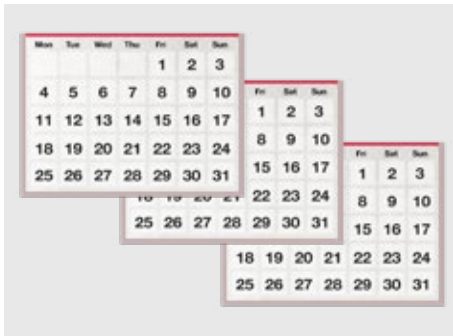


You will also help with events we do in the community.

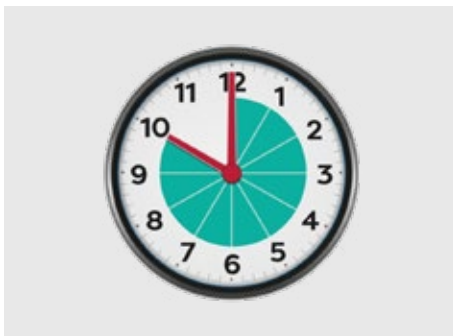


You will do things like

- Talk to people at community events
- Help with set up and pack up
- Help people who want to come to community events
- Answer questions from the community about things we do.



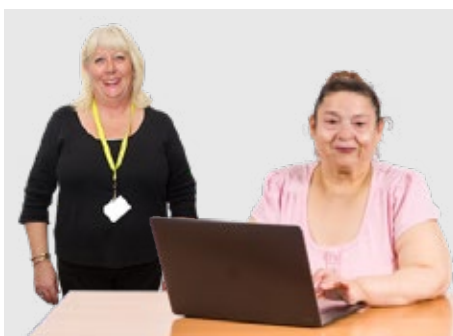
The job goes for 3 months.



You will work 10 hours each week.



We will give you training to learn all the things you will do in the job.

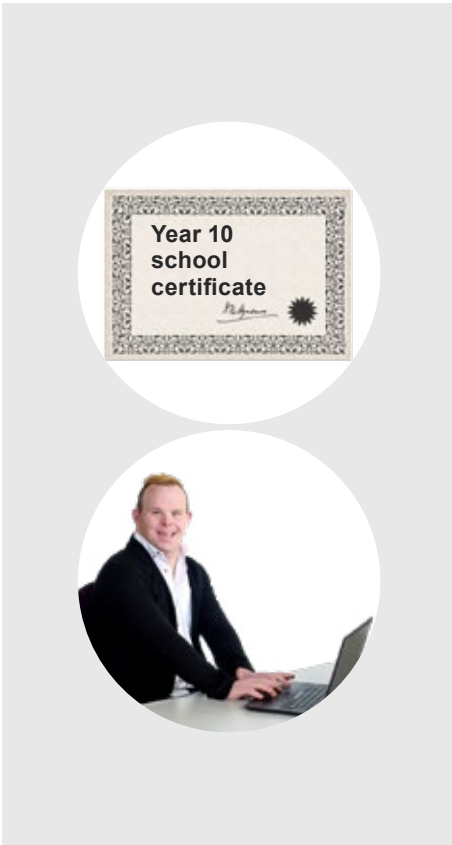


We will support you to do your job well.

Things you must have for the job



There are things you must have to be right for this job.

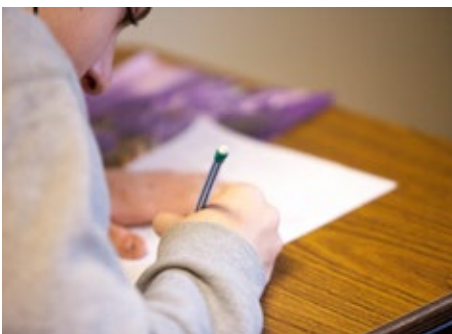


You must have

- Your **Year 10 school certificate**

or

- Done the **School Leavers Employment Support program.**



The **Year 10 school certificate** is a test you do at the end of Year 10.



The **School Leavers Employment Support program** gets students ready to leave school.



You should like to do things for people in the community.



You should be keen to learn the things you will do in this job.



You should know a bit about computer programs like Microsoft Word.



You should be able to talk to people in a nice way.



You must have all of your COVID **vaccinations**.



Vaccinations are medicines that can stop you getting sick from COVID.

What you should be like



You should be good at listening to people.



You should do the work that your team ask you to do.



You should like to learn.



You should like to work in a team.



You should like to plan what you need to do.



You should be able to do some work on your own.



It would be good if you have already done some

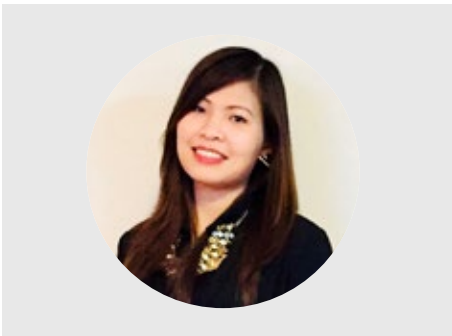
- Work with people from different countries and places
- **Volunteering.**



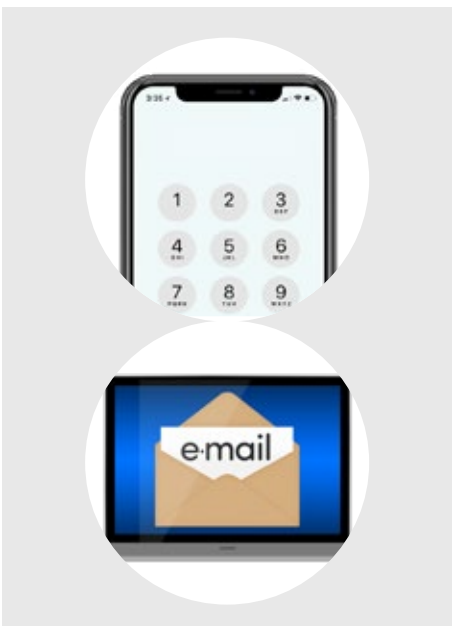
Volunteering is when you do work for free.



Your manager is the Community Development Officer for Seniors and Disability Inclusion.



The name of your manager is Jennie Dang.



To contact her you can

- Call her on 0481 452 278
- Send her an email to **jennied@ryde.nsw.gov.au**.

Council for Intellectual Disability made this document Easy Read. **CID** for short. You need to ask CID if you want to use any pictures in this document. You can contact CID at **business@cid.org.au**.