

	Role Title: Sport and Recreation Officer	#100626
	Accountable to: Manager Casino Indoor Sports Stadium	
Primary purpose	The primary purpose of the role is to provide opportunities for the Richmond Valley community to participate in a range of quality sporting and recreational activities.	
Key responsibilities	<ul style="list-style-type: none"> • Assist in the coordination of a mix of active and passive sports and leisure pursuits for the community. • Organise and attend some weekend activities (as required) including movie nights, sporting events, discos, and trade shows. • Ensure all bookings, programs, sports and events have the required equipment and are set up and packed down correctly. • Provide excellence in customer service via a range of communication channels, including in person, telephone and online. • Induct users of the Stadium to ensure correct utilisation of the facilities and ensure safety procedures are followed. • Respond to emergencies and incidents appropriately and according to policies and procedures. • Ensure all statutory compliance systems and work health and safety requirements are fulfilled, including public safety and security. • Facilitate access to the Centre and ensure safety and security procedures are followed. • Create innovative, positive initiatives and alternate programs and uses of the Stadium. • Promote and coordinate customer involvement and utilisation of the Stadium. • Develop and promote activities, programs and events to maintain the profile and utilisation of the Stadium. • Liaise effectively with all stakeholders to ensure the smooth running, upkeep and promotion of the Stadium. • Flexible, adaptable and responsive to change, demonstrating a willingness to do what is required to deliver quality outcomes, within your skills, competencies and training. • Proactively participate as a team player to contribute towards the achievement of team work objectives. • Work in a safe manner having regard for self and others and contribute to and comply with Council's WHS policies/procedures/practices. • Ensure works comply with quality systems and relevant policies, procedures, practices and legislation. • Actively multi-skill across other areas of Council's works as required and apply a flexible and adaptable approach to deliver on Council's commitments outlined in our delivery and operational plans. 	
Key accountabilities	<ul style="list-style-type: none"> • Uses effective interpersonal skills when liaising with a wide range of stakeholders. • Communicates clearly and coordinates the implementation of Council's values and core qualities and behaviours in the workplace. 	

Skills, knowledge & experience	<p>Essential</p> <ul style="list-style-type: none"> • Ability to work as part of a team • Demonstrated sound interpersonal and communication skills • Ability to communicate with adolescents • Understanding of duty of care and understanding of WHS requirements and responsibilities under State legislation. • Computer literacy • Proactive self-starter able to balance multiple tasks/projects through effective time, resource and project management • Current Class C Driver Licence • Valid Working with Children Clearance • Demonstrated conduct aligned with Council's corporate behaviours supporting our values <p>Preferred</p> <ul style="list-style-type: none"> • First aid qualification • Experience in coaching and coordinating sport an advantage • Experience with work health and safety matters in general
Values & behaviours	<ul style="list-style-type: none"> • Integrity and passion (trustworthy, trusting, honest and transparent. Always do what you say, in accordance with Council's behaviours) • Initiative (applies good judgement in completing tasks, anticipates requirements without prompt, improves customer service) • Communication (clear, concise, respectful, gains rapport, engaging, willing to help others) • Customer Service (courteous, helpful, professional, effective, timely/accurate advice, exceeds customer expectations, responds calmly) • Teamwork (co-operative, respectful, supportive, helpful, contributes positively, adaptable, flexible and committed to team goals) • Accountability (responsible for decisions, actions, performance and resulting consequences; delivers quality outcomes on time)
Role description approved	<p>We, the undersigned, agree that the role description outlined above is accepted as appropriate for this position</p> <p>Employee Name: _____ Signature: _____ Date: _____</p> <p>Manager Name: _____ Signature: _____ Date: _____</p>