



## Activities Officer – Louise House

### Position Description

<b>Position Title</b>	Activities Officer
<b>Responsible Council</b>	Broken Bay Central Council
<b>Reports To</b>	Program Coordinator
<b>Base Location</b>	Louise House – Gorokan NSW
<b>Primary position objective</b>	To provide Louise House service users and our local community with a variety of activities and educational opportunities.

## St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

## Service/Program/Departmental Overview

Louise House is a community hub situated in the Gorokan NSW. We have been supporting our local community since 2003.

We provide a welcoming and safe space where anyone can access a wide range of supports, community information and advice. We aim to be a primary point of contact for everyone living in our community.

## Duties and Responsibilities

### Major Responsibilities

#### Develop and facilitate community programs and activities

- Develop and facilitate activities and groups relevant to our local community.
- Work closely with other team members, clients and management to develop activities and groups that meet the needs of our services user and Louise House objectives.
- Work with Grants and Funding Officer to obtain program funding if necessary.
- Work within a programs budget.
- Assist in the development program goals and meet targets.

#### Supervise and facilitate volunteers

- Directly supervise and facilitate program volunteers.
- Assist to further develop and improve the current activities and programs.
- Work with volunteers and assist them to further develop their professional skills.
- Recruit appropriate volunteers to facilitate activities and groups where necessary.
- Ensure a supportive and comfortable environment for volunteers who assist in the delivery of all activities and programs.

#### Perform relevant administrative tasks

- Work closely with the Program Coordinator with the general running of Louise House.
- Support all staff with general administrative duties when required.
- Complete all administrative tasks associated with your programs as directed by Program Coordinator.
- Ensure all reports, data collection and record keeping required is up to date.
- Ensure the services programs are functioning in a professional and respectful manner.
- Observe all WHS policies and procedures.
- Act and communicate with all staff, volunteers, services users and visitors in a professional and respectful manner.

#### Community Development

- Identify the needs of our community and address any relevant service gaps.
- Actively promote Louise House and its services.
- Attend any relevant meetings, forums or expos as directed by Program Coordinator.

### Essential Criteria

- Qualifications and/or experience in developing and facilitating groups and activities.
- Experience managing volunteers.
- Excellent team work skills.
- Ability to prioritise workload, manage time and deadlines.
- Knowledge and understanding of Work, Health and Safety legislation and principles.
- Highly motivated.

### Desired Skills

- Experience working within the community sector.
- Good computer skills and the ability to develop promotional material.
- Ability to encourage and motivate people.

*The St Vincent de Paul Society is an Equal Employment Opportunity Employer.*

