

POSITION DESCRIPTION

Position Title: Community & Recreation Officer (Outreach)	Position Number: COMMS-11
Department: Community Development	Accountable to: Coordinator Community Services
Level and Step: L4/1	Salary Range:
Responsible for the supervision of: No supervisory responsibilities	



Primary purpose of the position	Effectively lead and program the City of Kalgoorlie-Boulder Seniors' activities within the community and assist in the delivery of the programming at the Eastern Goldfields Community Centre in accordance with all public safety requirements, allocated resources and to assist with administration support in all areas of the Community & Recreation department.
Key accountabilities	<ol style="list-style-type: none"> 1. Organise a range of activities for our seniors with the purpose of advancing physical and mental health and wellness, and preventing or relieving social isolation. 2. Drive the delivery of specific projects, events, programs, workshops, and operational activities which enhance the usage and enjoyment of various community facilities for seniors. 3. Organise logistics, coordinate equipment and supplies in relation to senior's activities in the community, including setting up and pack down of equipment. 4. Assist in the day-to-day operations of the Eastern Goldfields Community Centre (EGCC) 5. Present a positive and welcoming first impression to all patrons and customers of all service delivery areas in the Community Development department while providing frontline assistance and expedient responses to queries; 6. Liaise with external stakeholders to promote opportunities for outside interests and interaction with the community. 7. Encourage feedback with regards to activities, evaluate the feedback and implement possible changes to ensure maximum enjoyment and benefit for seniors. 8. Assist with financial management including daily receipting and ensure a high level of efficiency in processing financial transactions, and maintaining procedural and operational methods which provide quality service delivery to the community; 9. Prepare reports, conduct reviews and audits, analysis and research to support the objectives and functions of the Community Development Team 10. Adhere to all City of Kalgoorlie-Boulder policies and procedures, and ensure personal safety at work and that of others; 11. Other accountabilities and responsibilities as directed by the Coordinator Community Services and/or Manager Community Development.
Judgement & decision making	<ol style="list-style-type: none"> 1. Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work. 2. Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor. 3. Apply legislation and Council policy direction to decision-making with guidance from the supervisor. 4. Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.

	5. Apply knowledge and skills to ensure consistent quality outcomes.	
Outcomes / Key Performance Indicators (KPI's)	<ul style="list-style-type: none"> - Organise a range of external outreach activities for our seniors with the purpose of advancing physical and mental health and wellness, and preventing or relieving social isolation. Deliver minimum 4 activities per year (large Goldfields wide excursions) to 12 activities per year (smaller within Kalgoorlie Boulder). - Organise logistics, coordinate equipment and supplies in relation to senior's activities in the community, including setting up and pack down of equipment. Show proof of coordination - project plans, risk assessments, debrief after delivery of activities. One per activity (large), weekly and monthly report on all smaller events. - Assist in the day-to-day operations of the Eastern Goldfields Community Centre (EGCC). Set & and pack up for daily activities, raise and goods receive PO's, maintain financial and membership records. - Assist with administration tasks for the Men's Shed by helping the Men's Shed Officer deliver the digital recording of membership statistics, daily attendance, community group usage, projects completed, photo documentation and safety compliance documents. Complete daily, weekly and monthly reports demonstrating effective systems of collection and data storage. 	
Skills, knowledge & capacity	<ol style="list-style-type: none"> 1. Previous experience in managing a multi-use facility is desired but not essential 2. Previous experience in working with seniors including seniors from a culturally and linguistically diverse backgrounds as well as seniors with disabilities is desired but not essential 3. Excellent planning and organisational skills and proven ability to manage multiple tasks 4. High level written, verbal and interpersonal skills including ability to liaise effectively with internal and external customers 5. Current Senior First Aid Certificate, satisfactory National Police Clearance and WA "C" Class driver's licence 	
City of Kalgoorlie-Boulder Values	Support	We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.
	Respect	We will treat our team members and our community with mutual respect and understanding.
	Fun	We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.
	Recognise	We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.
	Connect	We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.

POSITION DESCRIPTION AGREEMENT

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name
(please print): _____

Employee
Signature: _____

Date: _____

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