



**THE DEPARTMENT OF EDUCATION AND CHILDREN'S SERVICES  
JOB AND PERSON SPECIFICATION**

<p><b>Title of Position:</b> Recreation Coordinator – Male</p> <p><b>Classification Code:</b> OPS3</p> <p><b>Type of Appointment:</b></p> <p><input type="checkbox"/> Ongoing      Term</p> <p><input type="checkbox"/> Temporary      Term</p> <p><input type="checkbox"/> Other      Term</p> <p><input type="checkbox"/> Exec      Term</p> <p><b>Position Reference Number:</b> [Insert Position Number]</p>	<p><b>Administrative Unit:</b> Department of Education, Education and Children's Services</p> <p><b>Directorate:</b> School and District Operations</p> <p><b>Unit/Section</b> Wiltja Residential Program</p> <p><b>Position Analysis:</b></p> <ul style="list-style-type: none"> <li>• Originated by: Manager Wiltja Residential Program</li> <li>• Classified by: Corporate HR Services</li> </ul> <p><b>Version Number:</b> <b>Version Date:</b> 01/08/07</p>
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**Job and Person Specification Approval**

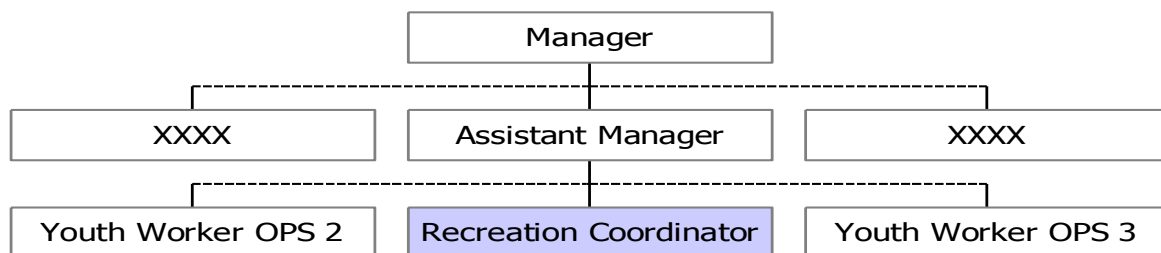
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CPE OR CEO or Delegate

**JOB SPECIFICATION**

**1. Summary of the broad purpose of the position and its responsibilities/duties.**

The Recreation Coordinator is responsible for planning and implementation and delivery of an out of school hours recreation and social development program for secondary Anangu students participating at the Wiltja Residential Program. Also responsible for the planning and participation in programs that address health and emotional welfare issues for Anangu adolescent students in culturally appropriate ways.

**2. Reporting/Working Relationships**



**2. Reporting/Working Relationships (cont)**

- Responsible to the Manager and the Assistant Manager Wiltja Residential Program
- Reports functionally to the Manager, Wiltja Residential Program
- Coordinates and mentors the work of OPS 2 Youth Workers and Youth Work students on Work Placement in collaboration with the Assistant Manager.
- Works collaboratively with the Youth Workers, other Wiltja Residential Program staff, Wiltja School staff, Anangu Education Services staff and other relevant agencies and service providers including community members on the APY Lands.

### 3. Special Conditions

<b>Travel:</b>	Intra and Interstate travel may be required.
<b>Out-of-hours:</b>	Regular rostered out of normal hours work will be required.
<b>Location:</b>	Required to work across different sites.
<b>Performance targets:</b>	The incumbent may be required to achieve performance targets that are negotiated and mutually agreed with the Manager, Wiltja Residential Program.
<b>Conditions:</b>	A current driver's licence and a willingness to drive is essential. Required to undertake training for a Bus Drivers (LR) Licence. Required to undertake advanced first aid training. May be required to undertake Pool Operators Certificate. Successful applicants may be subject to a criminal history screening check prior to confirmation of appointment.

### 4. Statement of Key Responsibilities/Duties

- Develop detailed forward plans, implement, and deliver appropriate, high quality, Recreation and Social/Personal Development programs for the Wiltja Program students in consultation with the Manager. Programs that are developed are to be based on sound, documented educational objectives and outcomes.
- Formulate and prepare an annual Recreation Budget, monitor expenditure on an on going basis, prepare requests for funding in a timely manner and account for expenditure in collaboration with other Recreation Coordinators, Finance Officer and the Manager.
- Contribute to the development of and participate in an extensive health care program for male students that address male health and hygiene issues in consultation with appropriate stakeholders.
- Facilitate student participation in Recreation by coordinating, directly supervising, and monitoring the activities of the Recreation Program
- Coordinate, plan, implement and deliver Recreation Programs to both male and female students as appropriate.
- Participate in assessment and review of the Recreation Program on a regular basis in order to best meet identified and changing student needs
- Deliver programs that include those focussing on student Well Being, Personal Development, Vocational Education, Work Opportunities, Student Pathways and other programs that will enhance student opportunities to be self determining in their future lives.
- Work collaboratively with Wiltja school staff to identify Educational opportunities within the Recreation Program that include such things as Vocational Education, Work experience and Career Awareness
- Facilitate the maintenance and update of the Recreation Program procedures, systems, and equipment
- Coordinate and mentor the work of OPS 2 Youth Workers engaged in the delivery of the Recreation Program.
- Facilitate a supportive, safe setting for students in the program by ensuring that all systems and procedures are followed in line with Wiltja Residential Program policy

### 5. Authority

**6. Position challenges/Context**

The Wiltja Residential Program provides care and accommodation to Anangu secondary students (male and female) attending the Wiltja School program at Woodville High School. It is the residential component of a boarding school and has a special emphasis on cross cultural and social learning. It constitutes a very significant part of the educational process and includes specific initiatives to support vocational learning.

The aim of the Program, in the main, is to develop the skills, talents, abilities and confidence of Anangu students in the mainstream education and cultural process to enable them to gain greater self-management of their communities as adults within those communities.

The vision of the Residential Program is to provide a safe and supportive living environment in which Indigenous young people are valued and nurtured to enable them to develop cross cultural and other social and living skills and reach their intellectual, academic and social potential.

Acknowledged by Occupant \_\_\_\_\_ / /

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**PERSON SPECIFICATION**

**Essential Minimum Requirements** (Those characteristics considered absolutely necessary).

**Educational/Vocational Qualifications****Personal Abilities/Aptitudes/Skills**

- Ability to work successfully with adolescent students
- Ability to work independently and to facilitate effective teamwork
- Ability to use initiative and judgement
- Ability to develop operational plans and organise work accordingly
- Ability to constructively manage conflict
- Ability to communicate effectively both verbally and in writing with a wide range of people
- Ability to be culturally sensitive to gender based issues as they pertain to Aboriginal adolescents.

**Experience** (including community experience)

- Experience in providing leadership and/or counselling to adolescents
- Evidence of success in planning and organisation in order to achieve goals in relation to recreational programs
- Experience in successfully managing and developing student behaviour

**Knowledge**

- An awareness of issues affecting Aboriginal people and in particular Aboriginal adolescents

**Desirable Characteristics** (to distinguish between applicants who have met all essential requirements)

**Personal Abilities/Aptitudes/Skills****Experience**

- Experience in working with Aboriginal male adolescents
- Experience in developing and delivering recreational programmes

**Knowledge**

- An awareness of the needs of Anangu students living and learning away from home

**Educational/Vocational Qualifications**

- Qualifications in Physical or Outdoor Education or allied field.