



NNIC VACATION CARE COORDINATOR/ ASSISTANT COORDINATOR

SELECTION CRITERIA

Essential Criteria:

1. Any of the following qualifications:
 - Associate Diploma In Child Care of Child Studies
 - Diploma in Community Services (Children's Services – OSHC Pathway)
 - Degree in Early Childhood (Teaching)
 - Degree in Primary Education (Teaching)

Applicants who have partially completed any of the above qualifications and who will have completed them by December 2014 will be considered.

2. Experience in the development and implementation of a quality activity program for children aged between 5 and 12 years.
3. Experience in working without supervision and as part of a team to implement an activity program for children aged between 5 and 12 years.
4. Demonstrated ability to communicate with children and parents and understand the developmental needs of 5-12 year olds.
5. Demonstrated experience in managing staff and coordinating a staff roster.
6. Well-developed creative skills, a sense of humour, and a strong sense of fun.
7. Demonstrated understanding of Workplace Health and Safety
8. Demonstrated understanding of child protection and mandatory reporting requirements.
9. Computer and record keeping skills.
10. A current Working With Children clearance.
11. Current First Aid certificate

Desirable Criteria:

1. Knowledge of regulations and guidelines of a Vacation Care Service.
2. Experience working with a community based organisation and Management Committee.
3. NSW Drivers Licence.

Please provide your CV and two current referees, including one from your supervisor at your most recent place of employment.

All applicants **MUST** address the **selection criteria** and fwd your application to:
The Manager, Nimbin Neighbourhood and Info Centre, PO Box 20168, 71 Cullen
St, Nimbin, (02) 6689 1692, admin@nnic.org.au.

APPLICATIONS CLOSE: Friday 16th June 2017



VACATION CARE ASSISTANT COORDINATOR **JOB DESCRIPTION AND DUTY STATEMENT**

Hours:	During NSW School holidays and as required
Salary:	Children's Services Modern Award Casual. Long Day Care Level 6 (qualified)
Reports to:	The Program Coordinator And the Manager and Management Committee of Nimbin Neighbourhood and Information Centre Inc (NNIC).
Funding:	Department of Education and Communities (DEC) NSW.

Principal Function

To assist with the co-ordination of the Nimbin Vacation Care Program ("Nimbin Holiday Club"), ensuring the provision of a quality service for primary school children aged between 5 and 12 years, which meets each child's developmental, social and recreational needs, in an environment which encourages safe and creative activities.

The service operates during school holidays, for up to 25 days per year, subject to available funds, for a maximum of 30 children per day. The service includes excursions.

This position is to assist the Program Coordinator and in particular to provide the Co-ordination role on days of service when the Program Coordinator is not available.

Duties

- 1. Co-ordinate and manage the day-to-day operations of the Vacation Care program:**
 - Manage staff through liaison and consultation with the Program Coordinator.
 - Oversee and ensure the maintenance and implementation of a healthy, safe and clean environment for staff and children – notify the Program Coordinator if repairs etc are needed.
 - Consult with parents regarding the needs of their children.
 - Establish and maintain positive relationships with relevant bodies such as local schools, Government Departments, etc.

- Ensure that children with additional needs are adequately supported to ensure their maximum participation in the program, including children from diverse backgrounds and Aboriginal and Torres Strait Islander children.
- Ensure the premises are clean and secure when you leave.

2. Responsibilities to children:

- Ensure all staff, including volunteers, have completed a working with children check and are not registered/prohibited persons, prior to engaging them.
- Ensure the children's welfare and safety at all time. Provide and adhere to suitable procedures in case of illness or accident.
- Treat each child with dignity and respect, regardless of age, sex, religion, culture, language, background or disability. **No** form of corporal punishment is to be used **under any circumstances**.
- Nurture a happy, secure environment where children have positive self-esteem.
- Ensure **direct** supervision of **all** children at **all** times.
- Provide a program of activities that is appropriate to the needs of the children.
- Ensure children practice satisfactory standards of behaviour towards other children and adults.
- Ensure food, drink, rest and toilet facilities are available at all times.
- If you have ANY suspicions that any child be at risk of harm, this **MUST** be referred immediately to the Manager for further assessment. NNIC is a mandatory reporting agency.

3. Responsibilities to parents:

- Maintain good relations with parents and encourage parent participation.
- Treat all parents with respect regardless of age, sex, religion, culture, language, background or disability.
- Remind parents of their obligations eg. pay fees on time, collect children on time, sign their children in and out of the service, inform about changes to attendance or health etc of children.
- Ensure that **only authorised persons** collect children, or supply written permission for children to go home alone.
- Ensure that children do not leave the premises without being accompanied by a staff member, unless the parent has provided written authorisation for the child to leave.

4. Responsibilities to staff:

- Establish and maintain a positive, cooperative relationship with all members of NNIC and Vacation Care staff.
- Ensure there is adequate staff at all times (maintain at least 1:15 staff:child ratio at all times)
- To delegate areas of responsibility and organize indoor/outdoor supervision roster.
- To take an active part in the daily program.
- Supervise staff, evaluate work, encourage staff development and make recommendations/reports to the Program Coordinator.

5. Administrative Responsibilities:

- Maintain appropriate records and confidential files, eg. enrolments, attendance, waiting lists, accident reports, statistics required by funding bodies/Management Committee.
- Ensure all documentation has NNIC branding and acknowledges DEC as the funding body.
- Provide reports and service statistics to the Manager for reports to the funding body annually.
- Provide the Program Coordinator / Management Committee with written reports as required.
- Market and promote the service in consultation with the Program Coordinator.

6. Financial Responsibilities

- Manage the day-to-day service financial responsibilities including the collection of daily fees, to be given to the Manager for banking.
- Work within the limits of and according to the limits of the budget.
- Keep accurate and complete records of petty cash and expenses etc.
- Purchase, replace and maintain appropriate equipment and supplies.
- Lodge claims for expenditure and supplies.
- Lodge claims for expenditure in accordance with NNIC policy.

7. Other Duties

- Abide by the NNIC Staff Code of Conduct
- Attend meetings as required.
- Participate in appropriate professional development/training activities as required by the Management Committee of NNIC.
- Other duties as may from time to time be negotiated or required.

8. Additional Reporting Requirements:

- Inform the Program Coordinator of any issues which may affect the local community and the delivery of the Vacation Care service in the local area.
- To co-operate with Workplace Health and Safety policies and procedures, and to ensure your own health and safety and the health and safety of others in the workplace.
- Participate in the NNIC Performance Appraisal procedure and policy.
- Record all photocopying in relation to Vacation Care in the photocopying book at the front desk of NNIC.
- Refer any grievance to the grievance officer for management in accordance with the NNIC Inc Grievance Policy and Procedure.
- In the event of any critical incident, complete an NNIC Incident Report Form (copies located in the drawer of the front desk, and inside First Aid Kit) and advise the Program Coordinator or Manager or any member of the Management Committee that a critical incident has occurred.

I have read and understood the contents of this Job Description and Duty Statement and in signing this document I agree to be bound by the terms and conditions contained within it.

Signature of Employee: Date:

Signature of Management:..... Date: