



SHIRE OF  
**HARVEY**

### Team work

We are a united team who works together towards a common goal.

### Integrity

We are empowered and accountable when making decisions.

### Excellence

We are committed to an exceptional customer experience.

### Leadership

We are adaptable and responsive in our leadership.

### Respect

We are respectful of our history and work together to build our future.

## Holiday Program Officer - Assistant

### Our vision

Together, towards an even better lifestyle.

### 1. Position details

Directorate:	Community and Lifestyle	Level: 1 to 2
Reports to:	Holiday Program Officer - Educator	
Supervision of:	Nil	
Significant Working Relationships:	LLC staff Community, business and agency stakeholders Directorate team members Key internal stakeholders	

### 2. Position summary

Assist the Holiday Program Officer - Educator to motivate and educate children enrolled in the Holiday Program to develop skills and have fun.

### 3. Community strategic objectives



Diversified  
Economy



Connected  
Communities



Protected Natural  
Environment



Sustainable Built  
Environment



Effective Civic  
Leadership

## 4. Our values

**Teamwork** - We are a united team who works together towards a common goal.

**Integrity** - We are empowered and accountable when making decisions.

**Leadership** - We are adaptable and responsive in our leadership.

**Excellence** - We are committed to an exceptional customer experience.

**Respect** - We are respectful of our history and work together to build our future.

## 5. Key duties and responsibilities

Key functions	Specific duties
Program	<ul style="list-style-type: none"><li>• Assist in delivering the Holiday Program as directed based on the developmental needs and interests of the children, which encourage their input and participation.</li><li>• Ensure the supervision of children indoors and outdoors is adequate at all times.</li><li>• Ensure the environment is clean, hygienic, safe and ensure children's nutritional requirements are met.</li><li>• Liaise and interact with children and parents in a friendly and professional manner and ensure confidentiality in all aspects of operations.</li></ul>
Other	<ul style="list-style-type: none"><li>• Reasonable duties commensurate with classification level.</li><li>• National Crime Check.</li><li>• Current "C" Class Drivers Licence.</li></ul>
Organisational	<ul style="list-style-type: none"><li>• Work in accordance with the Shire's Occupational Safety and risk management principles.</li><li>• Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.</li><li>• Create and capture records of work activities in line with policies and procedures.</li><li>• Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development, and participate in annual performance appraisal.</li><li>• Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.</li><li>• Contribute to the attainment and development of strategic plan outcomes, strategies and actions.</li></ul>

## 6. Extent of authority

Operates under the general direction of the Holiday Program Officer – Educator and Children Services Coordinator within the Shire procedures, guidelines and practices and Council policies.

## 7. Your team



## 8. Position selection criteria

### Essential

1. Working With Children Check.
2. Experience working with children aged five years to 12 years.

### Desirable

1. Provide First Aid HLTAID011.