



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 - Educator

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Community and Lifestyle	Level: 3
Reports to:	Children Services Coordinator	
Supervision of:	Nil	
Significant Working Relationships:	LLC staff Community, business and agency stakeholders Directorate team members Key internal stakeholders	

2. Position summary

Coordinate, educate and motivate children enrolled in the Holiday Program to develop skills and have fun.

3. Community strategic objectives



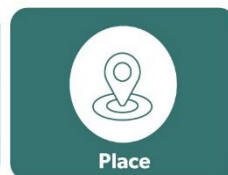
Planet



Prosperity



Performance



Place



People

4. Our Values

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5. Key duties and responsibilities

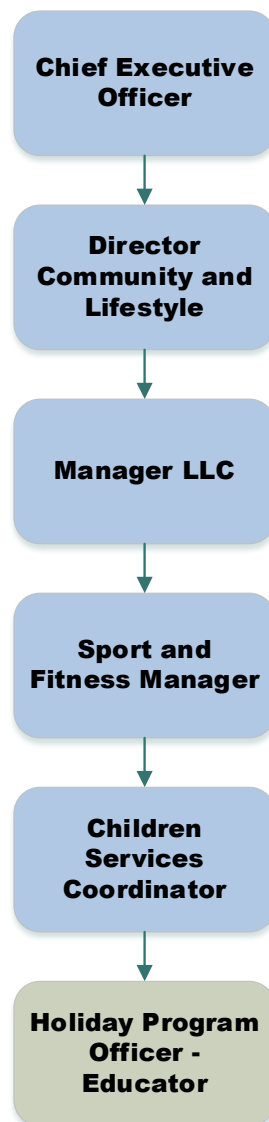
Key functions	Specific duties
Program	• Deliver the Holiday Program as directed based on the developmental needs and interests of the children, which encourage their input and participation. • Ensure all interactions with children are positive and reflect the philosophy and policies of the service, Government Regulations and OSHC Quality Assurance Principles. • Ensure the supervision of children indoors and outdoors is adequate at all times. • Ensure the environment is clean, hygienic, safe and ensure children's nutritional requirements are met. • Liaise and interact with children and parents in a friendly and professional manner and ensure confidentiality in all aspects of operations.
Other	• Reasonable duties commensurate with classification level. • National Crime Check. • Current "C" Class Drivers Licence.
Organisational	• Work in accordance with the Shire's Work Health and Safety and risk management principles. • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • 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.

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- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.
 - Contribute to the attainment and development of strategic plan outcomes, strategies and actions.
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6. Extent of authority

Operates under the general direction of the Children Services Coordinator within the Shire procedures, guidelines and practices and Council policies.

7. Your team



8. Position selection criteria

Essential

1. Certificate III (or higher) in:
 - Early Childhood Education and Care; or
 - School Based Education Support; or
 - Outside School Hours Care;
2. Three years' experience working with children.
3. Knowledge of the Early Years Framework.
4. Ability to work with Government Regulations, Quality Assurance Principles in relation to Out of School Hours Care and the Centre's Policies and Procedures.
5. Working With Children Check.
6. Provide an Emergency Response in an Education and Care Setting HLTAID012.

Desirable

1. Degree or Diploma in early childhood care, education or sports science.
2. Bus Driver's Licence.