



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 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



4. Your team

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5. Key duties and responsibilities

Key functions	Specific duties
Program	<ul style="list-style-type: none">• Assist in delivering the Holiday Program as directed based on the developmental needs and interests of the children, which encourage their input and participation.• 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	<ul style="list-style-type: none">• Reasonable duties commensurate with classification level.• National Crime Check.• Current "C" Class Drivers Licence.
Organisational	<ul style="list-style-type: none">• Work in accordance with the Shire's Occupational 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.• 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.

6. Extent of authority

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

7. Your team



Position Selection Essential

1. Working With Children Check.
2. Experience working with Children aged 5yrs to 12yrs.

Desirable

1. Current Provide First Aid Certificate.