



# Position Description

## Coordinator

### Fun Factory Out of School Hours and Vacation Care Service

#### **Principle Functions**

To coordinate the Fun Factory Out of School Hours and Vacation Care Service, including staff, rosters, venue, financial and accountability documentation as appropriate, and to plan and implement programs of a high standard that meet the needs of attending children and families and comply with regulatory requirements.

To lead and be part of a committed, professional and energetic team, providing high quality childcare to primary school age children before and after school and during school holidays.

#### **Working Relationships**

##### **Accountability**

- The Coordinator is accountable to the Management Committee through the general supervision and support by the NRCC Manager/Community Development Worker.
- Supervises and supports OOSHCA staff
- The Coordinator will be the primary Nominated Supervisor

##### **Networks and works in partnership with**

- Children and families who use the Service
- Australian Children's Education and Care Quality Authority (ACECQA)
- Other programs at the Centre
- Hawkesbury OOSH forum
- North Western Sydney OOSH Forum
- Local schools
- Network of Community Activities
- Government agencies and Departments
- Local Council
- Other local community organisations as appropriate

### **Conditions of Employment**

- Full time
- 35 hours per week Monday – Friday between 6.45am and 6.30pm.  
The hours will vary according to rostering needs, including split shifts. There will be a substantial component of face-to face time, but the distribution between face to face and admin time will vary, according to service needs.
- Pay rates per Children's Services Award 2010, according to qualifications, and above award conditions according to NRCC's conditions of employment
- Subject to Clearance of Working with Children Check, Police Check, Historical Personal Name Search and Bankruptcy Search

### **Essential Selection Criteria**

- Diploma or Cert 4 in OOSH or equivalent qualifications, or working towards with an expected completion date no more than 6 months from starting date.
- Minimum of three years' experience in an OOSH service
- First Aid Certificate including Asthma and Anaphylaxis training
- Clearance of Working With Children Check, Police Check, Historical Personal Name Search and Bankruptcy Search
- Comprehensive knowledge and understanding of the National Quality Framework
- Knowledge and understanding of the Education and Care Services National Standards
- Experience with 'Hubworks' software
- Experience in supervising staff and creating a positive work environment
- Good Computer Skills
- Good verbal and written communication skills
- Good people Skills
- Good conflict resolution skills
- Positive, fun-loving, patient, kind, compassionate and supportive attitude and demeanor
- Physical and mental ability to complete all tasks required in the position
- Commitment to ongoing professional development
- Reliability and availability and some flexibility regarding shifts

### **Statement of Duties**

#### **Coordination**

- Coordinate a high quality Before, After and Vacation care program for 5 – 12 year old children.
- Ensure that the service works under the National Quality Framework, and that all regulations are adhered to and implemented, and that the service receives an as good as possible outcome in the Assessment & Rating Processes.
- Ensure all relevant documentation is up to date and displayed as needed at all times.
- Oversee and facilitate the planning, development and delivery of Before and After School Care programs for each school term, and Vacation Care programs for each school vacation period, both in consultation with the Educational Leader.
- Ensure ongoing evaluation of the programs/service in consultation with the Educational Leader.
- Develop good relationships with parents and communicate their child/rens day to day activities.

- Ensure that children are supervised at all times, ensuring their well-being and safety, including during collection from and/or delivering them to school.
- Ensure a safe and stimulating environment for children, including children with special needs.
- Ensure the Centre is clean and well maintained.
- Ensure all children are treated with respect, regardless of their race, religion, cultural background, family situation, language or differing abilities.
- Discuss any issues or concerns with parents regarding their children.
- Make recommendations to Management on policies and procedures as they impact on the daily running of the service.

#### **Staffing**

- Maintain a staff roster for permanent and casual staff and work with the Manager in the recruitment of staff as needed.
- Roster appropriately qualified and experienced staff and correct staff to children ratios at all times, including ensuring a Responsible Person is on duty at all times.
- Participate in the selection of OOSH staff.
- Participate in appraisals of OOSH staff.
- Provide orientation for new OOSH staff.
- Provide placement opportunities for students and facilitate supervision as appropriate in conjunction with North Richmond Community Centre policies and procedures.
- Ensure all OOSH staff read, understand and implement NRCC Inc policies and procedures.

#### **Administration:**

- Prepare monthly report and include any issues relating to program, staff, families/users and finances.
- Prepare annual report about the service.
- Ensure that the Quality Improvement Plan / Self-Assessment Tool is at all times up to date and in line with the National Standards and Regulations of the National Quality Framework.
- Prepare and update Policies and Procedures for the OOSH Service in consultation with the NRCC Manager.
- Ensure appropriate records of programs are kept for each Before & After Program and Vacation Care program.
- Ensure personal records are maintained and updated for each child enrolled in the Service.
- Maintain Vacation Care register and send out Vacation Care programs promoting the Service each Vacation care period.
- Maintain service social media accounts and team and families' social media groups.
- Monitor annual budget.
- Attend Management Committee meetings as required.

#### **Accounts:**

- Maintain and update family details to ensure eligible families receive Childcare Subsidy.
- Process and submit CCS reports
- Liaise with parents/carers regarding payments of fees
- Liaise with parents and relevant agencies regarding ACCS (Additional Child Care Subsidy)

**Professional Development:**

- Be aware of training opportunities and be willing to participate in ongoing professional skills development to work as part of a team of North Richmond Community Centre Inc.
- Inform Educators of training opportunities available and make recommendations to Manager and Management on their behalf.
- To attend team meetings monthly with all staff of NRCC Inc.
- To attend regular supervision with Manager
- Participate in annual staff appraisal with Manager and Management Committee representative.

**General**

- To work as a part of a committed, professional and energetic team providing high quality child care to primary school age children before and after school and during school holidays.
- To comply with the Policies and Procedures of NRCC
- To uphold the professional and ethical standards of NRCC by abiding by the Code of Conduct.
- Any other tasks as consistent with the role and approved or directed by Management.

**Agreement**

In signing this document, I signify my acceptance of the conditions and duties outlined in this Position Description.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed on behalf of North Richmond Community Centre Inc by the Manager:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_