

# Position Description

**Position Title:** Team Leader Youth, Sport and Recreation  
**Position Number:** 629  
**Classification:** Level 5  
**Award Cover:** Local Government Industry Award 2010  
**Department:** Community Services  
**Work Unit:** Youth, Sport and Recreation  
**Location:** Maningrida / Minjilang and Warruwi

## Position Objective

This position is responsible for delivering dynamic and creative youth, sport and recreation programs that foster wellbeing, inclusion and leadership, while contributing to community and team capacity, and using a community development framework and youth work principles.

## Key Responsibilities

1. Deliver coordinated youth, sport and recreation programs and competitions in collaboration with team and relevant community stakeholders, based on principles of youth work and community development.
2. Coordinate, plan and deliver local competition sports for adults and young people such as basketball, soccer, softball and other sports in consultation with the community.
3. Through a community development approach, provide supervision, mentoring, training and development to Youth, Sport and Recreation Officer/s to run effective ongoing programs.
4. Identify and implement strategies to increase participation amongst marginalised or vulnerable groups and work with stakeholders to ensure appropriate referral pathways.
5. Assist in organising participation in regional and inter-community sport and recreation tournaments and events, including travelling with competitors where required.
6. Together with the Youth, Sport and Recreation Officer/s, work with the school in delivering the Remote Sport Voucher program.
7. Assist in preparing sporting fields for competitions including marking fields and identifying facility issues for maintenance and repair.
8. Assist community members to complete coaching and officiating courses in various sports and other training where appropriate.
9. Ensure sport and recreation equipment and facilities are well maintained and secure.
10. Submit progress reports, complete basic paperwork, and generate content for traditional and social media, as required.
11. Other duties relevant to Youth, Sport and Recreation as required.
12. In accordance with work health and safety legislation, ensure:
  - a. you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses, and
  - b. within your area of responsibility, compliance with work health and safety legislation and Council's work health and safety policies and procedures.

Approved by:

CEO:



Date: 15 June 2018

Page 1 of 3

## Selection Criteria

### Essential:

1. Certificate IV in Sport and Recreation, Youth or Community Services or similar and or relevant experience working in the sport and recreation industry.
2. Good interpersonal, verbal and communication skills to deal with a diverse range of people including an ability to communicate sensitively and effectively with Aboriginal people.
3. Demonstrated ability to organise a variety of sports competitions (in various formats) and deliver youth, sport and recreation programs to a variety of participants by engaging, instructing, coaching and motivating.
4. Demonstrated knowledge of the issues facing young indigenous people in remote communities and ability to respond appropriately, creatively and collaboratively.
5. Proven commitment and ability to consult, collaborate and communicate.
6. Ability to work and liaise with young people, community members and other stakeholders in a positive and respectful manner.
7. Demonstrated skills in mentoring and staff supervision.
8. Ability to work with minimal supervision and exercise initiative.
9. Strong appreciation and understanding of working and living in a remote Aboriginal community.
10. Good understanding of work health and safety in the workplace.
11. Qualifications / licences required:
  - a. Working With Children Clearance (Ochre card);
  - b. First Aid certificate and current CPR; and
  - c. Current Northern Territory "C" Class driver licence:

### Desirable:

12. Qualifications / licences :
  - a. Certificate in Fitness/Personal Training;
  - b. Sports coaching certificates;
  - c. Royal life saving bronze medallion / lifeguard certificates.
13. Basic computer skills.

## Organisational Relationships

**Position reports to:** Program Coordinator, Youth and Community Development for program direction  
Council Services Manager/s for day-to-day operational activities

**Staff reporting to position:** Youth, Sport and Recreation Officer/s and Youth, Sport and Recreation Assistants

**Performance review conducted by:** Program Coordinator, Youth and Community Development and Council Services Manager/s and/or Manager Community Services

Approved by:

CEO:



Date: 15 June 2018

Page 2 of 3

**Position liaises with:**

**Internal:**

Council staff

**External:**

Children and youth  
Community agencies  
Community members

**Further information**

1. This position is a full-time position – 38 hours per week.
2. Span of ordinary hours – 5:00 am to 10:00 pm.
3. Days on which ordinary hours can be worked – Monday to Sunday.
4. A Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment.
5. A satisfactory Clearance Notice/Ochre Card is mandatory as this position will be working with children and youth.
6. Aspects of this role will require working outside normal hours or on weekends.
7. Travel by 4WD or light aircraft to remote communities requiring overnight stays may be required.

---

Approved by:

**CEO:**



Date: 15 June 2018

Page 3 of 3