

## PCYC Job Description

<b>Position Title:</b>	<b>Activities Officer</b>
<b>Status:</b>	<b>Casual</b>
<b>Staff Member:</b>	
<b>Responsible To:</b>	<b>Club Manager</b>
<b>Terms of Employment:</b>	PCYC Enterprise Agreement
<b>Enterprise Agreement Classification:</b>	Activities Officer
<b>Purpose of Position</b>	An Activities Officer is an employee performing the following and related duties involving independent work and judgement:
<b>Duties:</b>	<ul style="list-style-type: none"> <li>(a) All the duties of a Senior Administrative Assistant as required</li> <li>(b) Supervision of Administrative Assistants, Senior Administrative Assistants, Instructors and Volunteers</li> <li>(c) Reconciliation of cash transactions</li> <li>(d) Banking</li> <li>(e) Administration of activity risk checklist processes, including routine testing of equipment and pools, and ensuring compliance with regulatory, WH&amp;S and policy requirements as related to activities</li> <li>(f) Demonstration and instruction of the operation and purpose of Club equipment</li> <li>(g) Security work (if the Employee is appropriately licensed)</li> <li>(h) Coordination of delivery of general activities and instruction or coaching where appropriately accredited</li> <li>(i) General supervision of PCYC Members and visiting young people</li> <li>(j) Administration of first aid if required</li> <li>(k) General cleaning of rooms, amenities area, activity areas and equipment and grounds maintenance, and</li> <li>(l) Coordination of evacuation procedures in an emergency.</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Understanding and ability to run sports programs</li> <li>• Create draws, allocate referees and organize results and ladders</li> <li>• Liaise and communicate strongly with teams to create a well-run competition</li> <li>• Coach and run programs for youth that are fun and engaging</li> <li>• Promote programs to attract participants and create sustainability for the club</li> </ul>

	<ul style="list-style-type: none"> <li>• Explore new opportunities to engage youth through sporting activities</li> <li>• Design and deliver school holiday programs in line with the organisations mission</li> <li>• Ability to provide consistent excellence in customer service</li> <li>• Maintain an open mind to take on activities which are new and different</li> <li>• Please include any coaching accreditations in your application</li> <li>• Experience delivering sport programs to school aged children (Primary and High school)</li> <li>• Proven experience working within a sport or recreation environment</li> <li>• Excellent Oral and Written Communication</li> </ul>
<b>Desirable:</b>	<ul style="list-style-type: none"> <li>• Cert III and/or Cert IV in Fitness or Recreation Discipline</li> <li>• Experience delivering one on one and group training sessions</li> <li>• WHS Knowledge</li> </ul>
<b>Job Review:</b>	At the conclusion of every shift.
<b>Employee Signature &amp; Date:</b>	
<b>Manager Signature &amp; Date:</b>	