

POSITION DESCRIPTION

Position Title:	Homework Club Coordinator
Department:	Children's Services
Reporting to:	Head of Children's Services
Location:	Head Office, 25 Barbara Street FAIRFIELD; and locations in the Fairfield LGA and Southwest Sydney
Classification:	Negotiated Rate
Salary:	\$30 - \$35 per hour, plus 12% superannuation and benefits
Benefits:	<ul style="list-style-type: none"> ▪ Generous salary packaging, up to \$18.5K per annum ▪ 17.5% Leave Loading ▪ Two Gifted Days pro rata per annum ▪ Employee Assistance Program (free counseling and mental health support) ▪ Discounts and Perks on groceries, fuel, travel and more ▪ Career Development & Training ▪ Discounted Childcare services - 40% discount on out-of-pocket fees
Employment type:	Part-Time, 20 hours per week until June 2026

ABOUT COMMUNITY FIRST STEP

Community First Step (CFS) is a not-for-profit, community-based organisation in Sydney's Southwest. The organisation was founded over 50 years ago by a group of residents who originally formed the Fairfield Community Council for Social Development - a forum for community development and action on social issues.

CFS currently employs over 80 staff from over 17 cultural backgrounds across Community, Children and Disability services.

Our Purpose	We help people find their place and forge a fair future.
Our Mission	Creating strong communities and fulfilling lives by disrupting the cycle of disadvantage in Fairfield and Great Western Sydney
Our Vision	Empowered, Inclusive, Resilient, Multicultural Communities.
Our Values	<ul style="list-style-type: none"> ▪ Grit: We stay dedicated to supporting our communities in achieving their goals and aspirations. ▪ Love: Love for humanity is at the heart of everything we do, treating every person with kindness, empathy, and respect. ▪ Excellence: We are continuously improving to achieve outstanding outcomes and impact for our communities. ▪ Equity: We ensure that every person has the support and resources they need to build a fulfilling life. ▪ Integrity: In everything we do, we are accountable, we are honest, we are responsible.

PRIMARY PURPOSE OF THE POSITION

Reporting to the Head of Children's Services (HCS), the Homework Club Coordinator (HCC) is responsible for leading a homework help program across 6 locations within the Fairfield LGA.

Homework Club is a free tutoring program that aims at improving literacy and numeracy skills for primary school students in Year 2 to 6. The focus is on supporting those from disadvantaged backgrounds in the Fairfield LGA who have limited access to educational resources.

MAIN DUTIES AND RESPONSIBILITIES

- Lead the day-to-day operations of after-school homework support programs
- Follow and implement homework club program
- Roster staff (where relevant) to support the implementation of the homework club program
- Create and maintain positive relationships with families and children participating in the homework club program
- Establish partnerships with local schools, community organisations and other stakeholders to enhance the program
- Work cohesively with schools and services
- Build positive relationships with volunteers
- Design and implement suitable educational activities that align with curriculum standards
- Track student progress and outcomes
- Ensure environments are Child Safe and child protection policies and procedures are adhered to.
- Maintain relevant documentation

Work Health and Safety (WHS)

- Take all reasonable and practical steps to ensure the safety, health and welfare of oneself and all staff and clients in accordance with applicable legislation and relevant CFS' policies, procedures and guidelines.
- Intervene wherever unsafe work practices are observed and reports issues to the HDS as soon as practicable.
- In the event of a workplace accident, ensure that accident/injury reports are completed within a specified timeframe, ideally 24 hours.

Professional Responsibilities

- At all times, demonstrate a commitment and adherence to the organisation's Code of Conduct, Mission, and Vision, and model these behaviours within the culture of the team.
- Demonstrate a commitment to professional development.
- Always uphold the reputation of the organisation by modelling professionalism consistent with organisational values and vision.
- Communicate clearly and always maintain professional boundaries with clients, staff, families, and community members.
- Act non-judgmentally, sensitively and with understanding towards others.
- Acknowledge and respect differences in personal beliefs and values.
- Undertake other duties consistent with the position when required and / or requested by the CEO / COO.

QUALIFICATIONS, EXPERIENCE AND SKILLS

Essential criteria

- Relevant children's services qualification
- A current NDIS Worker Screening Check.
- A current Working with Children Check or willingness to obtain as soon as possible.
- Current First Aid and CPR certificates
- Valid Class C NSW Driver's License and vehicle
- A high level of communication skills with the capacity to work with culturally and linguistically diverse communities.

Knowledge, skills and attributes:

- Proven report writing skills and strong attention to detail.
- Able to work autonomously in a fast paced team environment.

- Demonstrated capacity to work with culturally and linguistically diverse communities.
- Committed to Work Health and Safety and Cultural Diversity and Inclusion principles.
- Children protection training completed or willingness to obtain on commencement
- Valid NSW Driver's License and reliable car.

EXTENT OF AUTHORITY

- Within the guidelines of the position description.
- Will have freedom to act within established guidelines and instructions from the HCS to contribute to attaining CFS goals.

WORKING CONDITIONS

- Working conditions are as per employment contract.
- All employees must adhere to and act in accordance with to all CFS policies, procedures and guidelines including but not limited to the:
 - Code of Conduct
 - Work Health and Safety
 - Sexual Harassment and Victimisation
 - Bullying
 - Privacy and Confidentiality
 - Professional Boundaries
 - Feedback and Complaints
 - On-line Access to Cyber Safety
 - Child Protection

OTHER REQUIREMENTS

- To be advised.

I have read and understood this position description (PD) and agree to comply with this PD. I understand that this PD will be reviewed and updated periodically.

Signed

Date / /

Please sign and return a copy of this PD to the People & Culture Team and keep a copy for your personal record.