

## Position Description

### Program Coordinator (PC)



#### Position Title

Program Coordinator (PC)



#### Reports to

CEO & General Manager



#### Location

Melbourne based



#### Commencement Date

ASAP

#### Contract End Date

ongoing



#### Hours

3 days per week  
(Part-time)



#### Wages

SCHADS Award

CDW Level 3.1

\$40.49 per hour

#### The Organisation

**Fit to Drive Foundation** is a leading road safety education provider for young people and their families across Victoria. Our vision is **young lives free from road trauma**, and we work with schools and communities to empower young people to make safer choices on the road.

Each day, our highly trained and passionate facilitators work in secondary schools and community settings to empower young people, promote a positive road safety culture, and ultimately save lives and prevent injuries on Victorian roads.

Fit to Drive workshops are interactive, positive and non-judgemental. Our facilitators don't lecture or tell young people what to do — instead, we create space for meaningful conversations about the issues that matter most to young people on the road.

#### Our Purpose

Fit to Drive is the leading road safety education provider for young people and their families:

- **Providing thought and action leadership** on road safety
- **Promoting a road safety culture** to save lives and prevent injuries
- **Empowering young people** and families to keep each other safe on the roads
- **Building relationships** with those who share a desire for the Victorian Road Safety Strategy

#### Our Unique Position

- We **empower positive actions**, we don't 'tell'
- We recognise that **young people make choices**
- We use **positive psychology** to deliver key messages
- We are **near-peer facilitators and role models**
- We **collaborate with others**, within their community

#### Our Values

- We empower young people to **keep each other safe**
- We **connect and engage** with our communities
- We are **'thought leaders'** and **'action leaders'** in road safety for young people
- We **listen and reflect**
- We put **trust, respect and integrity** at the heart of everything we do

### **The Position**

The Program Coordinator (PC) supports the planning, coordination and delivery of Fit to Drive suite of education programs in schools, TAFEs and community settings.

This is an ideal role for someone who is passionate about working with young people, education, community programs or road safety. You will be supported by an experienced team and provided with training to build your facilitation, coordination and professional skills.

The Program Coordinator role includes a mix of:

- Program facilitation
- Coordination, administration and reporting
- Team collaboration
- Relationship-building with schools and partners
- Marketing and positive representation

### **Core Responsibilities Include:**

- Facilitation of the suite of Fit to Drive programs, with clear capacity to deliver key messages
- Work within a team to a designated timeframe and procedure with colleagues and stakeholders to ensure smooth and efficient set up of logistics, planning, program delivery and follow up for Fit To Drive programs
- Regular use of workplan, and the maintenance of accurate records and databases
- Support the quality assurance measures of programs
- Work independently and within a wider team environment
- Develop and maintain a comprehensive understanding of the Foundation's workshop content, including the [Victorian Road Safety Strategy 2021-2030](#)
- Understand the Foundation's mission and values, and represent them professionally
- Adhere to all the Foundation's policies and processes to ensure the safety and quality of workshops
- Assist in new facilitator training
- Support and assist in maintaining ongoing relationships with schools and school contacts, as well as local Victoria Police, Fire Rescue Victoria and Ambulance Victoria officers who support and present programs delivered by Fit To Drive
- Other tasks as required

### **Home Based**

This role is work-from-home based. You will:

- Work independently, while staying connected and accountable to a team
- Attend scheduled co-working days each week/fortnight in person in Melbourne
- Facilitate workshops in schools, TAFEs and community settings (in person)
- Attend meetings as required

## **Essential Selection Criteria**

### **Required**

We welcome applications from people who demonstrate the following, through professional work, volunteering, study or lived experience:

- A genuine interest in youth issues, education, community work or road safety
- An understanding of (or willingness to learn about) Fit to Drive programs and outcomes
- Experience or confidence engaging young people (16–25) in group, education or community settings
- Good organisational skills and the ability to manage tasks with support and guidance
- Clear communication skills and strong computer literacy
- Ability to work independently, while staying connected and accountable to a team
- A current Working With Children Check (Employee), or willingness to obtain one
- Current driver's licence

### **Key Performance Indicators (KPIs)**

Performance in this role will be supported and measured across the following areas:

#### **Program Delivery & Engagement**

- Deliver Fit to Drive programs that align with training, content guidelines and quality standards
- Demonstrate growing confidence and effectiveness in engaging young people in group settings
- Receive positive feedback from schools, students and delivery partners

#### **Program Coordination & Administration**

- Complete program set-up, follow-up and reporting tasks accurately and within agreed timeframes
- Maintain up-to-date and accurate records in databases and workplans
- Communicate clearly and professionally with schools, partners and internal team members

#### **Teamwork & Professional Development**

- Work collaboratively and respectfully within the Fit to Drive team
- Actively participate in training, meetings and reflective practice
- Demonstrate willingness to learn, seek feedback and continuously improve

#### **Values & Representation**

- Consistently demonstrate Fit to Drive's values in behaviour and communication
- Represent the organisation professionally when working with young people, schools and partners
- Adhere to all policies, procedures and safety requirements

## **Diversity & Inclusion**

Fit to Drive Foundation is committed to creating an inclusive, respectful and safe workplace. We encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people and people living with disability.

If you have questions about the accessibility of this role, please get in touch.



### **Compliance & Privacy**

The Foundation operates in accordance with relevant Commonwealth and State legislation, including Equal Opportunity, Privacy and Workplace Health and Safety requirements. Personal information is handled in line with privacy legislation and destroyed when no longer required.

**I have read and understood the Program Coordinator position with Fit to Drive Foundation.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Print name:** \_\_\_\_\_