

Program Officer

Position Description



About YMCA Victoria

At the Y, we believe in the power of inspired young people. A community not-for-profit organisation with 17 million participations annually across Australia. 5,000 staff and volunteers serve at more than 150 locations every day. We partner with government and private capital to deliver programs and services that include community recreation, adventure and stadium sports, camping, learn to swim, children's programs, early learning, youth services, and social enterprises.

"We believe in the power of inspired young people."

The Y's belief statement.

Position Details

Position Title	Program Officer	Position Reports To	Duty Manager/Camp Manager
Rostered Role/s *		Division/Department	Camping – Programs Management
Classification and/or Grade	FIA Grade 3	Date Effective	
Terms and Conditions of Employment	Fitness Industry Award	System Name (Office use only)	

**In addition to the duties outlined below, additional duties for these Rostered Roles may be offered, subject to appropriate compliances being held by the employee*

Position Purpose

As part of the program team, the role involves direct delivery of programming to school and community groups, ensuring learning outcomes are achieved and that risk management procedures are adhered to. The position predominantly involves facilitating the camp programs, liaising with school teachers and group leaders (as the "Key Leader"), risk management and equipment maintenance.

Key Result Areas (KRA)

Duties include, but are not limited to, the following;

1. Service Delivery

- As part of the small program team, you will undertake duties required to ensure all camp programs are delivered effectively and safely
- Assist in the direction of program staff
- The maintenance and care of program equipment
- Where needed light maintenance and cleaning duties

2. Administration

- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for groups
- Completes any other duties as required

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Key Relationships

Internal	External
• Program Staff • Placement Students	• Client Groups

Person Requirements

Compliances (system monitored)	Mandatory	
Qualifications – Position Title	• First Aid Level 2 (will be required within 3 months of employment) • CPR Certificate (will be required within 3 months of employment) • Certificate IV in Outdoor Recreation • Current Drivers Licence • WWCC	
Qualifications – Additional Rostered Roles	• Please refer to your award classification for further details – Canoe Level 1 Certificate	
Position requirements (manager requirement)	Mandatory	Desirable
Knowledge & Experience	• Experience in the delivery of outdoor recreation programs involving young people in residential camping or journey-based program setting	•
Personal Attributes	• Excellent Organisation and planning skills • Exceptional customer service and communication skills	•
Capabilities & Behaviours	• Demonstrates YMCA Victoria values, Honesty, Caring, Respect and Responsibility • Demonstrates motivation and commitment to perform to their best • Accepts personal accountability for workplace actions and consequences to better influence • Demonstrated group leadership experience • Demonstrated initiative and ability to work unsupervised • A positive attitude and commitment to YMCA Camping and Outdoor Education program	•

* A "role specific" qualification refers to a specialist task someone doing this job may need.

Example:

- All swimming teachers must have a "AustSwim Teacher of Swimming Water Safety Certificate".
- Someone who will be required to perform the "Swimming Teacher – Infant" role also must have a 'role specific' qualification of the "Austswim Teacher of Infants and Preschool Aquatics Certificate"

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YMCA Leadership Capability Level: Leading Self

YMCA Safeguarding Children and Young People

You will be required to display leadership and commitment within the organisation with the YMCA Safeguarding Children and Young People Policy at all times. You must;

- Declare anything you become aware of through the course of your engagement with YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people
- Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect
- Adhere to all policies and procedures relating to safeguarding children and young people and the code of conduct
- Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws
- Complete WWCC prior to commencement and maintain currency throughout employment
- Complete a National/International Police Check prior to employment and at the discretion of the YMCA
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures
- Participate in safeguarding children and young people training as directed
- Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families
- Any new program initiatives are to include consultation with children and young people, using standardised practices and resources
- Maintain a working knowledge of policies and procedures relating to safeguarding children and young people
- Attend any other training legally mandated by your role in relation to safeguarding children and young people
- Actively promote cultural safety for children and young people from CALD, Aboriginal and Torres Strait Islander Peoples, LGBTQIA+ communities and those with disabilities

Health, Safety and Environment

You will be required to promote a positive safety culture by contributing to health and safety consultation and communication and through active participation in the reporting of hazards, incidents and near misses. You will take reasonable care for your own health and safety, and for the health and safety of others, and adhere to the YMCA's various policies, procedures, work practices and standard operating procedures.