

COOMALIE COMMUNITY GOVERNMENT COUNCIL



JOB DESCRIPTION

Position Title: **Community Recreation Officer (CRO)**
Department: Community Recreation
Reports to: Chief Executive Officer

Key Relationships:

Internal CEO, Senior Administration Officer, Finance Manager, Administration Staff, Operations staff, Pool Supervisor and other CCGC Staff.

External Commonwealth and NT Government Departments, Defence Forces, BIITE, Local Schools, Community based organisations, Local Community, Contractors, Suppliers, volunteers and the General Public.

SUMMARY

The CRO is required to research, develop, organize and manage Council's Community Recreation and development programs subject to the constraints of Council's policies, budgets and WHS requirements. This will involve grant applications, preparation of reports, use of multi-media and program design.

The CRO will continue the high quality continued commemorations of significant events at the Adelaide River War Cemetery including Anzac Day.

It is expected that the CRO will liaise closely with the schools, tertiary institutions and community based groups to develop appropriate programs that positively develop communities and students including school holiday programs, youth week and seniors functions.

The position is semi-autonomous. The position is nominally 38 hours per week. It is expected that times worked will vary from week to week. This may include work at nights and weekends as the program demands and in agreement with the CEO.

Council is prepared to discuss other flexible arrangements.

ROLES AND RESPONSIBILITIES

- Contribute to the preparation and reviews of Long Term strategic Plans, Annual Plans, budgets and community Sport and Recreation development plans.
- Ensure the professional management and organisation of Council's commemorative and celebratory community events and in particular Anzac Day and Australia Day.
- Provide professional support and assist organize and manage other regular annual commemorative and celebratory events.
- Review existing Community Development programs and develop new programs to ensure relevance to community and the objectives of the grant sources.
- Constantly seek funding from Government and other sources to support the annual programs and projects. This will involve liaising with funding providers, the preparation of high quality grant application, delivery of grant objectives and assisting in the acquittal of the grant.
- Create, develop, organize, manage and complete sport and recreation programs for youth seniors, special needs groups and the community in general.
- Develop close professional relationships with educational bodies, COTA and other community based organisations working in the Coomalie region.
- Manage, support and supervise community volunteers including all administrative requirements.
- Prepare reports, presentations, and advertising material as required and to the satisfaction of the CEO.
- Provide high quality customer service as required for enquires relating to Council's programs
- Carryout any others duties from time to time with the position's range of skills as required.
- Understand and Strive to achieve the KPI's set by the Department of Sport and Recreation.

PERSONAL ATTRIBUTES AND SELECTION CRITERIA

Personal Attributes

- Motivated and organized
- Passion for Community Development
- High level of integrity and discretion
- Excellent interpersonal communication
- Commitment to quality outcomes
- Excellent oral communication and comprehension
- Good written communication
- Able to navigate Microsoft windows and basic use of Microsoft Office

Preferred Qualifications or Experience

- Tertiary Qualification in a Recreation discipline and/or equivalent experience
- NT Motor vehicle licence
- NT Ochre Card to be obtained prior to commencing
- Senior First aid Certificate to be obtained prior to commencing
- Bus licence for the 20 seat Community Bus or the ability to obtain
- Current programs involve the CRO holding a Bronze Medallion. Holding this qualification will be highly considered. Ability to obtain this certificate is essential.