

# SHIRE OF COCOS KEELING ISLANDS

## VACANCY: YOUTH & RECREATION OFFICER

The Shire of Cocos (Keeling) Islands is seeking applications for a motivated and committed person to undertake the duties of the Youth and Recreation Officer position. The position is permanent full-time, will be paid under the Local Government Industry Award – Level 5.

The key areas of responsibility include but are not limited to:

- Provide information to the Shire regarding youth activities.
- Assist with planning and coordinating all the Cocos Islands Youth Council's Youth Activities.
- Assist with developing/initiating funding programs specific for youth activities.
- Assess and acquit external funding for School Holiday Programs, Youth Based Community Events, and other programs for the development of youth.
- Assist and liaise with appropriate Government Departments as required for Youth coordinated projects.
- Assist in the planning, implementation, and evaluation of a regular program of activities for the community.
- Ensure that programs are completed within timeframes set with regular weekly updates to the Community Development Coordinator.

### About you:

The successful candidate will be able to demonstrate the required knowledge and skills below:

- Sound knowledge in the principles of community service development.
- Sound knowledge of Local Government.
- Good interpersonal, public relation and communication (verbal and written) skills.
- Good organisational and administrative skills.
- Demonstrated ability to prioritise tasks and manage time.
- Good computer skills, computer literacy and Microsoft Office Suites skills.
- Ability to coordinate programs, events, and work in a team environment.

### Required Qualifications & Experiences:

- Year 12 or equivalent
- Hold a current unrestricted C-class Territory driver's license.
- Hold a current National Police Clearance (not more than three months old).
- Hold a current Working with Children Check.
- Experience in coordinating events, program, and competitions.
- Experience in a Youth service environment dealing with your people and the public.

Applicants wishing to apply for this opportunity are to submit a copy of their current resume and a covering letter addressed **confidential** to the Human Resources Officer (not more than 2 pages) addressing why you are interested in and suitable for this role. Applications can be mailed, hand delivered or emailed to [lanif.yakin@cocos.wa.gov.au](mailto:lanif.yakin@cocos.wa.gov.au)

**Applications close at 4:00pm on Monday, 12 August 2024.**

For more information about the position please contact Nadya Adim via email at [nadya.adim@cocos.wa.gov.au](mailto:nadya.adim@cocos.wa.gov.au) or by telephone on 9162 6649. A Copy of the Position Description can also be obtained from the Shire's website: <https://shire.cc/en/your-council/employmentopportunities.html>

Applicants may be subject to a pre-employment medical, including drug screening.

The Shire of Cocos Keeling Islands is an Equal Employment Opportunity Employer and is committed to a fair recruitment process in selecting the best applicant for the position.