



MAJU PULU KITA | ADVANCE OUR ISLANDS

## Position Description

Position	<b>Youth &amp; Recreation Officer</b>
Section	<b>Community Development Department</b>
Award / Agreement	<b>Local Government Industry Award 2020</b>
Classification (Level)	<b>Level 5</b>
Term of Employment	<b>Permanent Full – Time</b>
Location	<b>Home Island Shire Office</b>
Reports to	<b>Community Development Coordinator</b>
Number of Direct Reports	<b>NIL</b>

## The Shire of Cocos (Keeling) Islands

The Cocos (Keeling) Islands incorporate 27 low lying islands forming 2 coral atolls located in the Indian Ocean 2,768km north-west of Perth. The Shire delivers a wide range of services and facilities to the community, including:

Governance

General Purpose Funding

Law, Order and Public Safety

Health

Education & Welfare

Housing

Community Amenities

Recreation & Culture

Transport

Economic Services

Other Property & Services

## Vision & Values

### MAJU PULU KITA | ADVANCE OUR ISLANDS

**SERVICE.** Provide the best service we can. We serve the community and each other.

**ACCOUNTABILITY.** We take responsibility for our own actions. We do what we say we will do. Mistakes are an opportunity to learn.

**SUPPORT.** We support our team and our community. Look for opportunities to help each other.

**RESPECT.** We respect and value others. Our interactions are always respectful towards others.

**INTEGRITY.** We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.

**ACHIEVEMENT.** Being Proactive and enabling the outcomes. Be creative and think outside the square.



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### Position Objective

- To assist the Community Development Team in providing a quality Youth Service, Sports, Recreation and Cultural activities and events to the people in the Territory of the Cocos (Keeling) Islands and to assist the CEO in the provision of ethical, cultural, and corporate development of the Shire in accordance with the Local Government Act and relevant legislation.

### Primary Responsibilities

- Provide information to the Shire regarding youth activities.
- Assist in planning and coordinating all the Cocos Islands Youth Council's Activities.
- Update information on all notice boards within the Shire on Youth Services.
- Develop/initiate funding programs specific for youth activities e.g., After School and Weekend Programs.
- Assess and acquit external funding for School Holiday Programs, Youth Based Community Events, and other programs for the development of youth.
- Assist with conducting surveys with the youth on island and make recommendations for future long-term projects.
- In conjunction with the Community Services Team – assist in the coordination and promotion of community events e.g., Australia Day, Act of Self Determination Day, Hari Raya activities.
- Assist in managing Youth equipment assets e.g., disco lights, popcorn machine etc.
- Assist and liaise with appropriate Government Departments as required for Youth coordinated projects.
- Attend Cocos Islands Youth Council meetings and Ordinary Council meetings (if applicable) keep minutes of the proceedings for records.
- Assist in coordinating and maintaining the Youth Centre on Home Island.
- Assist in the planning, implementation, and evaluation of a regular program of activities for the community.
- Assist in the coordination of meetings and programs with Community Stakeholders: School, AFP, Health, WISRA, PKPK and Seniors Group.
- Ensure that programs are completed within timeframes set with regular weekly updates to the CDC.
- Provide regular updates in the "Atoll" newsletter, social media, and Community Notice Boards.
- Assisting with the promotion and support of the Coach in Residence Program.
- Carry out other duties as required by the Community Development Coordinator.



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### Required Knowledge & Skills

- Sound knowledge in the principles of community service and 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 word processing skills.
- Ability to coordinate programs and events; and
- Ability to work in a team environment.

### Required Qualifications & Experience

- Year 12 or equivalent.
- Hold a current unrestricted C-class Territory driver's license.
- Provision of a National Police Clearance not more than three months old will be required to support eligibility for this position.
- Provision of a current Working with Children Check, is required to support eligibility for this position.
- Experience in coordinating events, program, and competitions.
- Experience in a Youth service environment dealing with your people and the public.

### Organisational Relationships

Reports to	Community Development Coordinator
Supervises	NIL
Internal stakeholders / relationships	All Shire Officers/Staff
External stakeholders / relationships	Cocos Island District Highschool – Visiting sports workshops run at the school during school hours. Department of Sports & Recreation – promoting participation and achievement in sport and recreation on Cocos to support a healthy lifestyle through physical activities.



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### Accountability and Extent of Authority

- *Degree of supervision*
- *Degree of authority (autonomy)*
- Work activities are governed by The Local Government Act (WA)(CKI)1995, local laws and council policies and procedures, including but not limited to:
  - *Equal Opportunity Act 1984*
  - Delegation Register
  - Code of Conduct (including Confidentiality & Privacy)
  - Customer Service Charter
  - Drug & Alcohol Policy
  - Occupational Safety & Health Policy

### Occupational Health & Safety

- Follow safe work practices, procedures, instructions, and rules always.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause.

harm or that represent a threat to public safety.

- Always ensure compliance with the provisions of the Occupational Health and Safety Act 1984 and the Occupational Safety and Health Regulations 1996.

### Risk Management

- Ensure Council's Risk Management policy, program, and the application of sound risk management practices within the workplace and community are always observed and complied with.
- Minimise damage or loss of property in your control and report any damage, loss or exposures observed.

### Variations to Conditions of Employment

- The conditions of employment, your duties and your location may be varied by Shire during the term of your employment.
- The Terms and Conditions of this Position Description are to be read in conjunction with the addendum attached to this document.



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## Acknowledgement

I have read and understood the contents of this position description and understand:

1. This position description is designed to describe the core functions and outputs of the role and not intended as an exhaustive list of responsibilities.
2. I may be required to perform other duties, which could be reasonably asked of a person in this position, as designated by my supervisor and / or Manager.
3. The position is subject to change based on adjustments to the Shire's processes, practices, policies and / or organisational structure.
4. I am expected to embrace skill & knowledge development and adopt a positive and progressive approach to my position and work.

Employee Name \_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Date \_\_\_\_\_

*Authorised By*  
Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_