COOMALIE COMMUNITY GOVERNMENT COUNCIL

JOB DESCRIPTION

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

Key Relationships:

Internal
CEO, Corporate Services Officer, Finance Manager, Accounts Officer, Administration Staff, Operations Staff, Pool Supervisor and other CCGC Staff.

External
Commonwealth and NT Government Departments, Defence Forces, BLITE, Local Schools, Peak Sporting Bodies, Community based organisations, Local Community, Contractors, Suppliers, Volunteers and the General Public.

SUMMARY

The CRO is required to develop, organize and manage Council’s Community Recreation 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, Remembrance Day and the Bombing of Darwin Commemoration.

It is expected that the CRO will liaise closely with the schools, tertiary institutions and community-based groups to create appropriate programs that positively develop the Community and students, including after school sports, 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 programs demand and in agreement with the CEO.

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, in particular Anzac Day, Australia Day, The Bombing of Darwin Commemoration and Remembrance Day.
- Provide professional support and assist with organisation and management 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.
- Seek funding from Federal and NT Government and other sources, to support 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
- Carry out other Council duties from time to time with the position’s range of skills as required.
PERSONAL ATTRIBUTES AND SELECTION CRITERIA

Personal Attributes

- Motivated and organized
- Excellent time management skills, dependably punctual and reliable
- Ability to work under pressure and meet deadlines
- Highly flexible and adaptable
- Ability to motivate, lead and supervise
- Interest in and exposure to a range of sporting experiences
- Passion for Community Development.
- High level of professionalism integrity and discretion.
- Excellent interpersonal communication.
- Commitment to quality outcomes.
- Excellent oral communication and comprehension
- Good written communication.

Preferred Qualifications or Experience.

- Tertiary Qualification in a Recreation discipline and/or equivalent experience is desirable
- Experience with seeking and acquitting grant funding
- Understanding of Key Performance Indicators
- Current NT drivers licence.
- NT Ochre Card to be obtained prior to commencing.
- Senior First Aid Certificate to be obtained prior to commencing.
- HR Bus licence for the 20 seat Community Bus or the ability to obtain one
- Good IT and Records management skills
- Familiarity with Social Media platforms and thorough understanding of privacy issues and responsible use of media
- Current programs involve the CRO holding a Bronze Medallion. Holding this qualification will be highly considered.