



Recreation Centre Coordinator

Position Description

Position number: CS017



POSITION DESCRIPTION

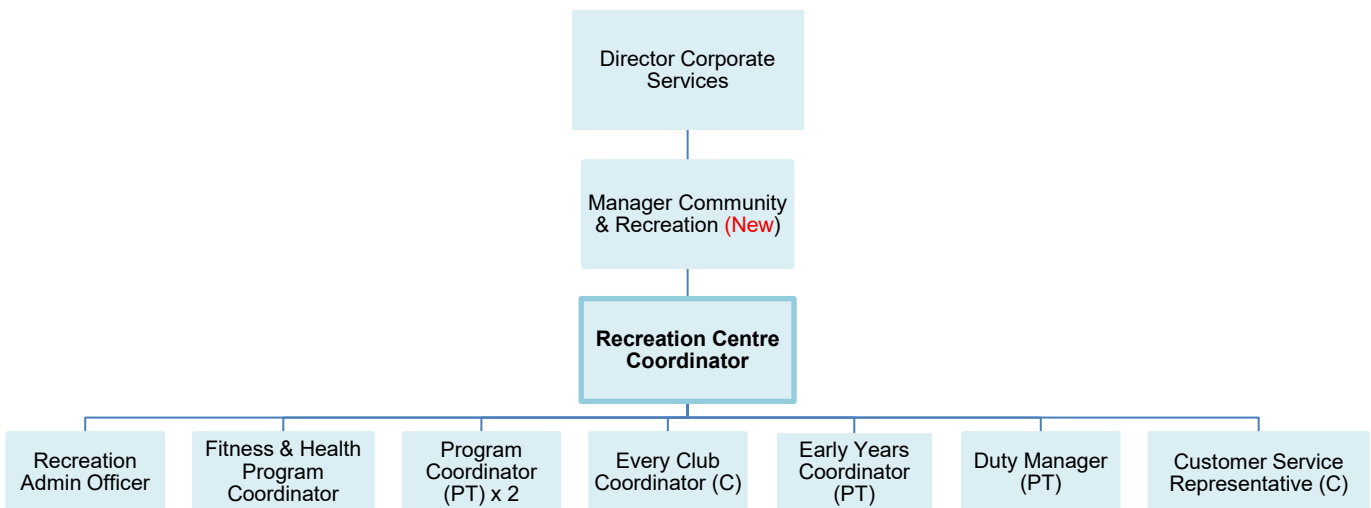
Position	Recreation Centre Coordinator
Department	Corporate Services
Location	Roche Park Recreation Centre, Coombe Street, Collie WA 6225
Reports to	Manager Community & Recreation
Supervises	Recreation Centre staff
Hours of Work	46 hours per fortnight (Unless otherwise negotiated)
Level	Level 7 - Shire of Collie Industrial Agreement 2023
Position number	CS017

Position Objective

To manage the operations of Roche Park Recreation Centre, ensuring that all services of the Centre are delivered with the highest regard to quality and best practice.

Ensure a high standard of customer service, facilities management, personnel management, administration and financial management, and promotion and marketing.

Workforce Structure



Our Vision

Collie – Nature at our doorstep, community at heart.

Our Mission

The Shire of Collie delivers high quality local services, advocates for Collie, and fosters partnerships to achieve better outcomes – guided by the community’s vision and balanced by responsible financial management.

Our Values

The core values at the heart of the Council’s commitment to the community are:

Integrity

Transparency

Accountability

Collaboration

Respect

Our Commitment to Community

We will lead the delivery of our vision
 We will support local business wherever possible
 We will consult and engage with our community on issues that affect them
 We will encourage, welcome and value feedback
 We will encourage, support and advocate for our community

Key Duties

Personnel Management

- Manage staff and volunteers, and liaise with key stakeholders, to ensure that all services, programs, events and activities run effectively.
- Ensure staff are highly trained and well supported to provide high quality recreation services.
- Supervise management of volunteers in Recreation Centre programs and events.
- Work collaboratively and build sustainable partnerships with sport clubs, community groups, Shire staff, allied health professionals, government departments and other external stakeholders.

Program/Event Management

- Provide leadership in the development, implementation and evaluation of sport, recreation and fitness programs and events for the local community and visitors.
- Ensure a diverse range of innovative programs are being offered at the centre in a friendly environment, including opportunities for specific population groups such as people with disabilities, youth, seniors and CALD.
- Ensure that Centre activities contribute to community wide social, health and economic benefits, including (but not limited to) decreased risk of chronic diseases, improved mental health, social connectedness, volunteering, increased productivity, improved amenity, reduction in crime, non-local spending.
- Ensure that programs being offered are implemented effectively by trained personnel and are conducted in a safe manner.
- Manage all Centre program and event promotional material and marketing, including social media, print/newspapers and radio.
- Oversee large community and sport events, ensuring that bookings requirements are met, and safety and security measures are managed.

Administration and Financial Management

- Manage administrative processes, including rostering, bookings, records management.
- Oversee the financial management and monitoring of the Centre and its programs, including revenue and expenditure for recreation programs and grant/funding acquittals.
- Assist with the provision of annual budget report information, and the development of draft budget estimates and mid-year budget review.
- Monitor budget YTD to ensure that all activities remain within budget.
- Oversee the security of the Centre, including opening/closing of Centre, building security matters and personal staff safety.

Building Maintenance

- Effectively manage maintenance of the building and equipment.
- Liaise with Shire of Collie Building Services to ensure the Centre building, fittings and equipment are maintained to a standard that extends their economic life.

General

- Comply with all requirements of Shire of Collie OHS policies, Customer Service Charter and Code of Conduct. Ensure that the operations of the Recreation Centre is aligned with the objectives of the Strategic Community Plan, Recreation Centre Plan, Asset Management Plan, and the Health and Wellbeing Plan.
- Any other duties as directed by the Manager Community & Recreation.

Selection Criteria – Qualifications and Experience

Knowledge, Skills and Experience

- Demonstrated knowledge of the operations of multi-purpose recreation facility.
- Demonstrated ability to adequately manage staff.
- Knowledge to enable adequate financial management of a recreation centre.
- Developed knowledge of contemporary trends within the recreation industry.
- Sound understanding of Occupational Health and Safety issues relating to the operation of a recreation facility.
- Sound computer literacy skills, including knowledge of Microsoft Office and Synergy (or equivalent administration package).
- Experienced in public relations, promotion/ marketing and community needs assessment.
- Knowledge of Department of Sport and Recreation funding, in particular the requirements of the Kidsport program.
- Highly developed interpersonal, verbal and written communication skills.
- Excellent negotiation and organisation skills and demonstrated time management.
- Developed problem solving skills.
- Sound leadership skills, with a high level of work ethics including motivation and enthusiasm.

Qualifications

- A degree in recreation, leisure or business management or other related area.
- Senior first aid certificate
- Working with Children check
- Current 'C' Class Driver's Licence
- Food Safety Certificate

Ongoing Performance

- Contribute to and provide leadership in the delivery of the Council's Safety & Risk Management Plan
- Operate in compliance with WH&S legislation, regulations, practices, and standards.
- Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.

Training

Willingness and aptitude to undertake further training and professional development to keep abreast of industry trends, regulatory changes, technology as relevant and related matters.

Position Dimensions

Work Location: Roche Park Recreation Centre, Coombe Street, Collie, WA 6225
 Delegated Authority: As defined by the Chief Executive Officer.
 Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

Extent of Authority

This position operates under the general direction of the Manager Community & Recreation within established guidelines, procedures and policies of Council as well as statutory provisions of the *Local Government Act 1995* and other legislation.

Corporate Accountabilities

1. All employees are bound by the requirements of the *Local Government Act 1995* to act with integrity, and in a way that shows a proper concern for the public interest.
2. Comply with Council's Code of Conduct, management directives and approved policies and procedures.
3. Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
4. Maintain obligations described within the Shire's Customer Service Charter.
5. Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
6. Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
7. Deliver effective use of Shire resources within the level of accountability for this position.
8. Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
9. Employees shall cooperate with the Shire of Collie in the carrying out of the obligations imposed on the Shire under Work Health & Safety legislation.
10. Provide an ongoing commitment to risk, emergency management and business continuity principles.
11. Employees shall demonstrate the Shire's Values, "Integrity, Transparency, Accountability, Collaboration, Respect" within the workplace.