

Job Description

Current as at: 28 January 2015

ASSISTANT COORDINATOR YMCA OUTSIDE SCHOOL HOURS CARE

POSITION LEVEL	Casual/Part Time/Full Time - Childrens Services Award 2010
REPORTS TO	Coordinator of Outside School Hours Care service (or other person who may, from time to time, be nominated)
PRIMARY RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Be ready to commence work at the start time listed on the service roster. 2. Be suitably attired in YMCA uniform including name badge. 3. Assist the Coordinator in the implementation and compliance of the Education and Care Services National Law Act and National Regulations as in force, the National Quality Framework and the Commonwealth accountability guidelines. 4. Be the Certified Supervisor and when required provide day to day charge of the service when the Coordinator is absent. 5. Assist the Coordinator in the planning, preparation, implementation and evaluation of a variety program of activities catering for the specified age group that meet requirements according to the National Quality Framework. 6. Ensure the safe supervision of children with regards to the duty of care. 7. Assist the Coordinator to manage staffing and rostering of staff. 8. Monitor and maintain correct staff/child ratio. 9. Assist the Coordinator to ensure all duties on the Administration Checklist are completed on time. 10. Oversee the staff interaction with children. 11. Liaise and communicate effectively with families. 12. Provide quality customer service to families and the community. 13. Effective liaison with the school where the program operates. 14. Assist the Coordinator to provide adequate assistance and guidance in induction, orientation and training of staff. 15. Ensure standards of behaviour amongst children and staff are known and adhered to. 16. Ensure strict hygiene and sun protection practices are adhered to. 17. Assist the Coordinator to prepare breakfast, morning / afternoon tea in accordance with health and hygiene guidelines. 18. Assist the Coordinator to place orders for food items in accordance with planned menu for service and service budget. 19. Maintain cleanliness and presentation of the service. 20. Assist the Coordinator to prepare a marketing plan on a yearly basis and actively market the service. 21. Ensure correct recording of behavioural problems. 22. Ensure correct recording of all accidents / incidents. 23. Maintain the work environment so as to minimise risk to both customers and staff. 24. Report identifiable risk so that immediate action can be taken. 25. Comply with the YMCA's Occupational Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document. 26. Maintain confidentiality of all YMCA information, records and files 27. To maintain the Quality System and report any deviations from the intended system 28. Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the "YMCA Quality Manual". 29. Must be aware of and implement the YMCA's Safeguarding Children and Young People Policy. 30. Any other duties as required within the Outside School Hours Care program or other venues as determined by the Chief Executive Officer from time to time.

**KNOWLEDGE AND
EXPERIENCE**

1. Relevant Qualifications – as per National Quality Framework requirements or willingness to obtain.
2. Experience in the OSHC sector an advantage.
3. Current certification for Senior First Aid, CPR, Asthma Management and Anaphylaxis Management.
4. Possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000
5. Willingness to obtain an ACF Safeguarding Children Certificate.
6. Knowledge and understanding of all relevant and current legislation regarding the provision of school age care.
7. Excellent written and verbal communication skills.
8. Demonstrated sound competence in the use of computers and application software including Qikkids and the Microsoft Office Suite

Authorised By: _____