

POSITION DESCRIPTION

Boarding Recreation Officer



Reports to:	
Director of Boarding	
Role Purpose:	
To co-ordinate sport and recreation programmes for Boarding students of the College.	
Department/Section:	
Boarding House	
Key Relationships:	
Internal <ul style="list-style-type: none">• Director of Boarding• Boarding Students• Executive team and Staff	External <ul style="list-style-type: none">• Boarding Parents• Service Providers and Organisations• Boarding Recreation Officers group
Qualifications and Experience:	
Essential <ul style="list-style-type: none">• Previous experience in developing, delivering or coordinating sport and recreation programmes and services, preferably in an educational or youth residential environment• Excellent communication and interpersonal skills, and the ability to build and maintain positive, professional relationships with colleagues, students and parents• An understanding of the physical, intellectual and emotional needs of adolescents• The ability and initiative to work collaboratively as a team member and independently• The ability to apply consistent rules and standards of behaviour• The ability to build a rapport with students• The ability to work flexible hours including weekends• Effective organisational skills and knowledge of safe work practices• Current Bronze Medallion or Surf Rescue Certificate• Current Senior First Aid Certificate• Working with Children Check clearance• National Police Clearance (less than 12 months old)• Current C class driver's licence as well as a current LR class driver's licence• Current Passenger Transport Driver (PTD) authorisation	
Desirable <ul style="list-style-type: none">• Tertiary qualifications in recreation, leisure studies, sports development or similar	
In addition <ul style="list-style-type: none">• National Police Clearance Check (less than 12 months old)• Valid Working with Children Check• Evidence of double dose COVID vaccination	

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Role Responsibilities:

- Coordinate and plan a varied recreation programme suitable for Boarding students, in consultation with the Director of Boarding
- Offer stimulating activities which promote health and wellbeing for Boarding students
- Complete a risk assessment for each activity completed in accordance with the College policy
- Organise and provide direct supervision of recreational activities
- Exercise a high level of duty of care at all times
- Act as a positive role model for Boarding students
- Assist in ensuring the maintenance of acceptable behaviour of boarders at all times
- Communicate with staff members, students and families in an appropriate and professional manner
- Advertise weekly recreation activities to Boarding students
- Collaborate with Recreation Officers from other schools to assist in the provision of combined school activities
- Attend Recreation Officers meetings as required
- Attend Boarding meetings and Professional Learning as required
- Understand and apply Occupational Safety & Health requirements in the workplace
- Understand and comply with all College Policies and Procedures
- Actively support the College's Christian ethos and model the Vision, Mission and Values at all times
- Undertake any other duties as required by the Director of Boarding

Terms of Appointment:

Ongoing appointment, flexible hours to be negotiated (term time only)

SIGNED: _____ DATE: _____
(Manager Human Resources)

SIGNED: _____ DATE: _____

NAME: _____
(Employee)