



## Northern Peninsula Area Regional Council

### **Employment Opportunity**

### **Sports & Recreation Officer**

Northern Peninsula Area Regional Council (NPARC) is seeking applications from a suitable, motivated and experienced individual for the position of Sports & Recreation Support Officer to join the Community Services Team.

The primary aim of this position will be to maintain and improve the quality of life, health, and wellbeing of NPA regional residents by developing, promoting, and delivering quality sport and recreational activities, with a focus on both youth and senior citizens programs. This role will also contribute to the efficient and productive operation of the community services initiatives delivered by Council.

### **In this role you will have the opportunity to:**

- Support the delivery of NPARCs sport and recreation program.
- Support Coordinator in delivering sport/recreation activities for children and a variety of adult sport and recreation programs per seasonal sporting calendar.
- Support the delivery of programs and activities specified in the short-term and long-term plans.
- Support delivery of a School Holiday Program.
- Support Coordinator with preparation of sport and recreation carnivals and events, including travelling (or driving bus where necessary).
- With direction of Coordinator, support local school staff with sport and recreation programs by attending the school where appropriate.
- With direction of Coordinator, assist Council Parks and Gardens staff in preparing sports fields/ovals for competition, including (but not limited to) marking of rugby league field. Additionally, ensuring oval condition is to high standard to minimise risk of injury.
- Assist participants in seeking opportunities to attain accreditation in the areas of coaching and refereeing/umpiring various sports.
- Advise Coordinator specific needs relating to sport and recreation that will facilitate increased participation rates, including facilities, policies, and programs.
- Continue to strengthen working relationships and partnerships with local and regional sport and recreation groups, local schools, and other key stakeholders.

- Attend local and regional meetings/training days that relate to sport and recreation.
- Other duties commensurate with the position and those that are reasonably directed by direct line manager.

**In return for your valued contribution, you will be rewarded with:**

- Temporary Fixed-Term Contract until 30<sup>th</sup> March 2025
- 36.25 hours per week
- \$59,700.16 - \$61,491.04
- Steam B, Band 1 level 1-3 (considering experience and qualifications)
- Cultural Learning and development opportunities
- Employee Assistance Program

**The successful applicant will have:**

*Essentials*

1. *Relevant work experience in sports and/or recreation discipline.*
2. *Possession of, or the ability to acquire, a Working with Children Blue Card.*
3. *A current “C” class motor vehicle license, and a willingness to obtain an “MR” class license.*
4. *A current First Aid & CPR Certificate.*

**SC2 Skills:**

5. *Demonstrated ability to communicate effectively with people of all ages.*
6. *Demonstrated ability to develop networks with various community stakeholders, and to facilitate the delivery of the sport and recreation needs of the community.*
7. *Highly developed written and verbal communication skills.*
8. *Instructing and coaching skills in a variety of sports.*
9. *Demonstrated ability to supervise staff and provide support.*
10. *Demonstrated mentoring skills.*

**SC3 Knowledge:**

11. *Demonstrated knowledge of sport and recreation issues, particularly in relation to rural and remote communities.*
12. *Broad knowledge of a variety of sports and recreational activities.*
13. *Knowledge of the Workplace Health & Safety Act and Regulations.*
14. *Experience in delivering physical activities for all age groups.*
15. *Ability to provide a range of youth activities – primary and secondary.*

### *Desirable*

1. Previous work experience in the sport and recreation industry, particularly in Local Government (desirable).
2. Sports Coach certificates (desirable).

## **Are you ready to catapult your career?**

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to [hradvisor@nparc.qld.gov.au](mailto:hradvisor@nparc.qld.gov.au)

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486613 and/or 07 40486614 for more information.

## **Pre-Employment Screening:**

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

**Applications Close: Thursday 11<sup>th</sup> July 2024 @ 5.00pm.**