



POSITION DESCRIPTION

Position Title: Holiday Program Coordinator (Coach)

Location: Benton Jr College - Mornington

Reporting to: Approved Provider and/or Nominated Supervisor

Purpose of the Role

The Coach is responsible for facilitating the activities each day at the holiday program.

Coaches will run a number of sports each day using the provided equipment, giving instructions, demonstrations, running warm ups and coordinating a game within each sport.

This role is suited to confident people with good fitness levels. Assistant Coaches must be knowledgeable in a wide range of sports and be confident enough to communicate with large groups of children and maintain their attention. All Coaches need to be able to observe and respond to the children's behaviours and when necessary, adapt the activities to maintain their interest.

General Responsibilities

All employees at EPIC Holiday Camps are responsible for the care and supervision of school-aged children.

Employees are expected to work with their colleagues and managers in a collaborative and positive manner in order to maintain a harmonious and dynamic environment.

All employees must abide by the philosophy, values and policies of EPIC Holiday Camps at all times.

In addition, all Coaches are required to assist in maintaining the record keeping requirements as outlined in the National Quality Standards Framework and My Time, Our Place, as well as keeping and producing documentation/evidence about children as required.



Specific Responsibilities

- Assist with greeting children and families on arrival
- Be aware of scheduled activities and set up any equipment required each day
- Organise children into groups based on age
- Conduct welcome meetings with children each morning to explain how the day will run
- Advise children of emergency procedures and safety policies/procedures e.g. Sun-smart, first-aid/injury
- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups
- Record observations of individual children or groups for program planning purposes for qualified staff
- Under direction, work with individual children with particular needs
- Undertake and implement the requirements of quality assurance
- Work in accordance with food safety regulations
- Demonstrate full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Take an active approach in promoting and supporting student, staff and visitor safety and wellbeing, anticipating and responding accordingly to potential threats
- Be familiar with emergency procedures and being ready to implement them if necessary
- Assist with the preparation of healthy foods for the children.
- Treat each child with dignity and respect, taking into consideration any cultural, socioeconomic or other differences.
- Assist with ensuring the health and safety of all children, reporting all accidents and incidents to the Supervisor
- Assist other staff to maintain the centre in a clean, attractive and safe condition.

Essential Requirements

- Working with Children Check (Employee level)
- A VIT card or diploma-level approved qualification (see list URL below)
- A desire to work with children
- Sports knowledge

Preferable

- Diploma in an approved qualification
- Anaphylaxis & Asthma Training
- Current Approved First Aid qualification



Commitment to Child Safety

EPIC Holiday Camps is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. EPIC Holiday Camps has zero tolerance for child abuse and is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in EPIC Holiday Camps has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

APPROVED QUALIFICATION LIST:

<https://www.acecqa.gov.au/qualifications/requirements/working-with-school-age-children>



Approved Qualifications

Post-secondary qualifications in the fields of health or allied health including but not limited to audiology, speech pathology, occupational therapy, psychology, social work, physiotherapy, dietetics and specialist therapies such as music and movement.

Cert III Early Childhood Education and Care

Cert III in Education

Cert III/IV of/in Education Support

Cert III in Education Support

Cert IV in Children's Services (Outside School Hours Care)

Cert IV in Community Services

Cert IV in Out of School Hours Care

Cert IV in School Age Education and Support

Cert IV in Youth Work

Cert IV in Education Support

Diploma of Children's Services (Outside School Hours Care)

Diploma of Early Childhood Education and Care

Diploma of Out of School Hours Care

Diploma of School Age Education and Care

Diploma of/in Education Support requiring at least two years of full time or part time equivalent study

Diploma of Community Services

Diploma of Community Welfare Work

Post-secondary qualification in the fields of Teaching/Education (primary/secondary) at diploma level or above.

Associate Diploma in Arts - Fitness, Recreation or Leadership

Diploma/Bachelor of Youth Work

Bachelor of Applied Science (Physical Education)

Bachelor of Arts (Major in Youth Studies)

Bachelor of Arts (Recreation)

Bachelor of Arts (Youth Affairs)

Bachelor of Arts (Youth Studies)

Bachelor of Physical Education

Bachelor of Social Science (Youth Work)

Bachelor of Sport Science (Exercise Science)

Certificate of/in Teaching or Education (early childhood, primary or secondary) requiring at least two years of full-time or part-time equivalent study