



Extend Position Description

Position:	Coordinator
Reports to:	Programs Manager
Department:	Outside School Hours Care (OSHC / OOSH)
Date:	2009

Primary Purpose

Outside School Hours Care (OSHC / OOSH) may include Before School Care, After School Care or Vacation Care.

The Coordinator is responsible for:

- Providing a high level of customer service.
- Planning and delivering activities for primary school aged children, which are safe, fun, stimulating and carry educational value.
- The welfare and safety of children within activities.
- Deliver high-quality and value-for-money activities.
- Following Extend policies and procedures.

Position in Context

The Coordinator is responsible to the Programs Manager. The role of the Coordinator includes meeting and greeting families as they arrive, ensuring sign-in and sign-out procedures are followed and delivering a range of planned activities for children. Outside School Hours Care includes sports and physical activities, artistic and creative activities. Children must be supervised at all times.

The Coordinator is required to follow policies and procedures for children's safety and welfare such as sign-in and sign-out sheets, incident and accident reports, weekly and monthly attendance and evaluation reports.

The Coordinator is responsible for adherence to the Outside School Hours Care Quality Assurance process (in consultation with and support from the Programs Manager).

Freedom to Act / Autonomy

The Coordinator is responsible for delivering activities in Outside School Hours Care, and is required to exercise judgment in determining appropriate activities for the safety and welfare of the children involved in the activities.

Major Responsibilities and Duties (Key Performance Indicators)

1. Effectively co-ordinate the Outside School Hours Care Service.

- Plan, implement and evaluate a stimulating and diverse service relevant to the development needs of children attending the service including those with additional needs.
- Use resources effectively.
- Establish and apply appropriate guidelines that encourage positive behaviour.

- Facilitate effective interaction between groups and individuals utilising the service.
- Administer procedures that ensure the health and safety of those using the service.
- Apply knowledge of legal issues relevant to caring for children.
- Maintain security procedures for the acceptance and release of children.
- Attend Outside School Hours Care raining and networks when appropriate.
- Operate service in accordance with the National Standards for Outside School Hours Services.
- To guide the service, staff, families and school community through the Outside School Hours Quality assurance process with the Programs Coordinator.
- Ensure that each the service facilities used are left clean and tidy.
- Ensure any food preparation areas are kept clean and tidy and food handling procedures are followed.

2. Communication and liaison with families and the community

- Develop and maintain a positive partnership with parents and guardians. This involves greeting parents and informing them of any relevant information regarding their children.
- Establish and maintain links with the School Community, local networks, resource agencies and other relevant organisations.

3. Staff communication and supervision

- Supervise and support staff in carrying out their duties and responsibilities.
- Ensure staff are informed of all relevant matter affecting the operations of the service.
- Plan a staff roster and arrange relief staff.
- Organise and run staff meetings.
- Implement procedures that ensure the health and safety of those working in the service.
- Undertake a process of induction with new staff.
- Be involved in the annual staff review in conjunction with management.

4. Administration

- Keep accurate records related to the operation of the service as required. This may include confidential records.
- Be aware of Extend's procedures for issuing invoices and collecting payments and support this where appropriate.
- Responsible for ensuring attendance records or other necessary details are accurate for Extend to administer CCB payments to families.
- Handle and record petty cash or administer local service shopping account.
- Complete accident, medical and medication administration records.
- Be familiar with medical details of children attending the service and advise/train staff.
- Be familiar with the school emergency procedures.
- Contribute to the Self Study Report as part of the Outside School Hours Care Quality assurance process.

5. Management Support

- In consultation with the Programs Manager implement and evaluate procedures that relate to the service policy, operation and equipment requirements.
- Provide and information or necessary reports in a timely manner.
- Attend staff meetings as required.

6. Organisational Relationships

- Supervise assistants, integration aids and volunteers.
- Report to the Programs Manager as required.

Key Contacts

Internal

- Report to the Programs Manager and keep him/her apprised of activities.
- Work co-operatively and effectively with administrative support staff.
- Work co-operatively and provide support and guidance for assisting staff and volunteers.

External

- Parents and children associated with holiday activities.
- Representatives from the school community including staff of the host school/facility.

Competencies (Knowledge Skills and Experience)

- A commitment and understanding of the Extend (Australia) vision and mission.
- An ability to deliver stimulating and fun activities for children in a safe and secure environment.
- First Aid certification.
- A previous involvement with, and understanding of, children's activities.
- Very good communication and customer service skills.
- Very good administrative and organisational skills.
- The ability to supervise and encourage children to have fun within a safe environment.

Conditions of Employment

Position

This is a casual position based on the needs of the program and school.

Working Environment

Extend is committed to providing a working environment free from Harassment.

Extend is a smoke free environment.

Extend has a high level of customer focus and is committed to delivering high-quality activities.