



SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# POSITION DESCRIPTION

**Activities Officer**



- 1. TITLE and POSITION NUMBER:** Activities Officer (067)
- 2. LEVEL:** Level 5/6 – as per the [LGIA 2020 \(WAIRC\)](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
- 3. TERM:** Casual
- 4. DEPARTMENT/SECTION/LOCATION:** Strategy and Community/ Merredin Regional Community Leisure Centre (MRCLC)/ Merredin District Olympic Swimming Pool (MDOSP)

#### **5. POSITION OBJECTIVES**

The Activities Officer will be responsible for planning and implementing recreational activities for people of all ages, including children, youth and the elderly. This will occur at various Shire facilities but will primarily take place at the MRCLC and MDOSP.

Additionally, the Activities Officer will work with relevant employees to coordinate necessary scheduling, ensuring that required facilities are booked and available to conduct programmed activities. They will also complete required administrative tasks associated with the functions of this position.

#### **6. REQUIREMENTS OF THE POSITION**

- Strong communication and interpersonal skills.
- Knowledge of recreational programming.
- Ability to handle emergency situations calmly and effectively.
- Basic knowledge of recreation center operations, including safety protocols and customer service standards.
- Ability to work with people from a range of diverse backgrounds and ages.
- Flexibility to work evenings, weekends, and public holidays as required.

#### **7. KEY DUTIES/RESPONSIBILITIES**

- Assist in implementing recreation activities, programs and events which make use of Shire facilities in consultation with relevant facility staff and in collaboration with the Recreation and Aquatics Manager.
- Run after-school sport and recreation activities for children and a variety of adult sport, fitness and recreation programs.
- Plan and implement community sporting competitions according to the program service delivery as outlined in the project plan.
- Ensure that all recreation programmes, activities, projects and events comply with relevant safety standards and practices.
- Collect and analyse feedback from participants to assess satisfaction, identify areas for improvement and assist in future planning.
- Monitor and report on the needs of members and users to ensure that service delivery can be continually improved to meet expectations.
- Assist with budgeting by providing statistical information including recreation and program community usage.
- In conjunction with relevant staff, seek and apply for relevant grants to support the delivery of activities and programs.

- Assist with the improvement of sporting and recreation programmes and activities which are organised by the Shire and contribute to how they meet the needs and expectations of the community.
- Assist with assessing the recreation requirements of the community and assist the development of programs and activities that meet these needs; actively seeking out new opportunities that will increase participation.
- Promote recreation and sport programs to ensure that residents are aware of available opportunities and activities.
- Ensure the maintenance and cleanliness of recreation equipment to deliver a high level of service and presentation at all times.
- Clearly understand and correctly communicate, all MRCLC policies and procedures to users/ participants.
- Develop an awareness of competitor pricing, products and industry-related information.
- Assist to develop and implement attraction and retention strategies and programs.
- Work within allocated budgets.
- Provide information and advice to staff, community organisations, business and residents on matters relating to MRCLC program related services.
- Ensure amenities are maintained to standards acceptable to the public and in line with safety & health practices and procedures.
- Report emergency repairs and maintenance in consultation with the Recreation and Aquatics Manager.
- Attend and contribute to MRCLC team meetings and training where required.
- Adhere to the Shire of Merredin's finance, budgeting and administration processes.
- Use internal administration systems, including SynergySoft, for all administration requirements.
- Constantly improve administrative and financial procedures as applicable, ensuring they are effectively carried out in accordance with the Shire's of Merredin's established guidelines and standards.
- Support and promote the Shire of Merredin's Code of Conduct and the Shire of Merredin's Policy Manual within the team and assist in the progression of the Shires' plans.
- Establish effective working relationships with team members and apply sound communication skills to resolve issues.
- Apply current Workplace Health & Safety policies and procedures, ensuring a safe working environment.
- Undertake projects as requested, which are in line with the position's responsibilities.
- Complete any other duties from time to time as requested by the Recreation and Aquatics Manager, Executive Manager Strategy and Community and/or Chief Executive Officer.

## **8. ORGANISATIONAL RELATIONSHIPS**

**Responsible to:** Recreation and Aquatics Manager

**Supervision of:** Nil

**Internal and External Liaison**

<b>Internal:</b>	Executive Manager Strategy and Community Recreation and Aquatics Manager Administration and Program Officer Aquatic Coordinator Community Services and Events Staff Other Staff and employees Councillors
<b>External:</b>	Sporting Groups Recreation Centre and Pool Patrons Community Members General Public Government Agencies

## 9. EXTENT OF AUTHORITY

Operates under the direction of the Recreation and Aquatics Manager and Executive Manager Strategy and Community within established guidelines, procedures and policies of Council, as well as statutory provisions of the Local Government Act and all other relevant legislation.

## 10. SELECTION CRITERIA

### Essential

- Experience in recreation program delivery.
- Experience running activities with children and youth.
- Well-developed communication skills, including sound customer service skills.
- Well-developed computer skills, including the ability to use a range of programs .
- Use of initiative and good organizational skills.
- Ability to work unsupervised.
- Sound knowledge of WHS principles.
- Current valid C Class Driver's licence.
- Demonstrated ability to maintain confidentiality.

### Desirable

- First Aid – HLTAID009,010 & 011 (Provide First Aid)
- Current Working with Children Check.
- AUSTSWIM Teacher of Swimming and Water Safety or equivalent if wishing to teach aquatic programs.
- Experience planning and implementing events and activities.

## 11. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance, Working with Children Check and Pre-employment Medical Examination including Drug Test as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms will be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.

- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the *Work Health and Safety Act 2020* and *Work Health and Safety (General) Regulations 2022* along with the Shire’s Work Health and Safety Policy.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<b><i>New Employee</i></b>	New Employee Signature:	Date:
<b><i>Current Manager</i></b>	Manager Signature:	Date:
<b><i>Chief Executive Officer</i></b>	CEO Signature:	Date: