BARKLY REGIONAL COUNCIL

Youth, Sport, and Pool Officer

(Casual)

1. Position Objectives

The Youth, Sport and Pool Officer is a dynamic, multi-skilled position dedicated to providing safe, welcoming, and excellently maintained community spaces in Tennant Creek. This position directly drives community well-being by splitting responsibilities across three core service areas:

- **Youth Programs (TCYC):** Running engaging activities, mentoring local young people, and maintaining a positive, supportive environment at the Tennant Creek Youth Centre.
- **Gym Operations:** Guiding patrons on safe equipment use, routine equipment maintenance, detailed cleaning protocols, and safety compliance checks at the gym.
- **Aquatic Operations:** Delivering vigilant lifeguarding, performing first aid, and managing daily cleaning and water quality testing at the swimming pool *(only where the employee is rostered and appropriately qualified).*

By supervising participants, responding effectively to emergencies, and maintaining high standards of facility hygiene, this position ensures our local recreation hubs remain vibrant, safe, and accessible to the whole community.

Employees may be rostered across the TCYC, gym and pool according to operational requirements and community needs. Pool duties will be assigned only to employees who hold the required current qualifications and have completed relevant site training.

2. Our Vision, Purpose and Values

VISION

"We will strive to be an innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly".

PURPOSE

"Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services".

VALUES

Integrity:	Upholding honesty and transparency in everything we do.
Diversity:	Embracing and celebrating the unique identities, traditions, and strengths of every community.
Empathy:	Understanding and valuing the needs and experiences of others.
Accountability:	Taking ownership of our actions through commitment to BRC and our communities.

Service: Dedicating ourselves to excellence, putting people first, and creating a positive impact.

3. Key Responsibilities

Youth (TCYC)

- Support the planning and delivery of engaging youth, sport and recreation activities, including after-school and school holiday programs.
- Supervise young people and lead structured activities in accordance with program plans, safety requirements and community needs.
- Build positive, respectful relationships with young people, families and community stakeholders to encourage participation and engagement.
- Promote a culturally safe and inclusive environment that respects the diverse backgrounds, needs and strengths of young people.

Gym

- Maintain a clean, hygienic and welcoming gym environment, including routine cleaning of equipment, amenities, floors and high-touch areas.
- Monitor the gym and equipment for cleanliness, safety and serviceability, and promptly report faults, hazards or maintenance requirements.
- Assist patrons with the safe and appropriate use of gym equipment and reinforce facility rules and safety procedures.
- Support routine setup, pack-down, stock checks and minor facility tasks required for the effective day-to-day operation of the gym.

Community Service and Engagement

- Provide friendly, respectful and responsive customer service to young people, patrons, families, visitors and community members.
- Work cooperatively with Council staff, schools, community groups, and other stakeholders to support participation and effective service delivery.
- Encourage community participation and provide feedback to supervisors about emerging needs, service issues, and opportunities for improvement.

Pool and Lifeguarding *(only when the employee is rostered and appropriately qualified)*

- Actively supervise swimmers and patrons, enforce pool rules and maintain a safe aquatic environment in accordance with required lifeguarding standards.
- Respond promptly to incidents and emergencies, including the provision of first aid, CPR and water rescue within the scope of current qualifications and training.
- Undertake routine pool and facility cleaning, hazard checks, incident reporting and minor maintenance tasks, and report issues requiring further attention.
- Promote water safety, appropriate patron behaviour and compliance with Council procedures and relevant Royal Life Saving standards.

- Assist with the setup, pack-down, cleaning and care of recreational, fitness and aquatic equipment and facilities.
- Complete routine inspections and promptly report hazards, damaged equipment, maintenance needs or other operational issues.
- Maintain high standards of cleanliness and presentation across assigned work areas, including amenities and surrounding public spaces.

Other Duties

- You will be required to perform your duties within the Barkly Regional Council authority area as reasonably directed by the Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time to meet the changing needs of Barkly Regional Council. The position holder may be required to undertake other duties appropriate to their position classification, as reasonably directed by their manager or another authorised Council manager.

4. Key Accountabilities

- Deliver safe, engaging and inclusive youth activities at TCYC, including structured after-school and school holiday programs, while building positive relationships with young people and stakeholders.
- Maintain a clean, safe, and serviceable gym environment by completing routine cleaning and facility checks, assisting patrons with safe equipment use, and reporting faults or maintenance needs.
- Maintain facilities and equipment across assigned work areas through routine setup, pack-down, cleaning, inspections and timely reporting of hazards or maintenance requirements.
- Provide effective pool supervision and lifeguarding, respond to emergencies, complete routine cleaning and safety checks, and support the safe day-to-day operation of the aquatic facility when rostered and appropriately qualified.
- Provide responsive customer service and communicate effectively with community members, stakeholders and Council management.
- Ensure compliance with Work Health and Safety legislation, Council policies, procedures, and relevant regulatory requirements, promoting a positive safety culture across the work team.
- Demonstrates and actively promotes Council's values in all interactions and decision-making.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5. Organisational Relationship

Position Title:	Youth, Sport and Pool Officer – Tennant Creek
Reports to:	TCYC Team Leader – Tennant Creek
Department:	Community Services
Supervises:	N/A
Internal Liaison:	Chief Executive Officer
	Director of Community Services
	Regional Manager YSR, Libraries and Pool
	Youth, Sport and Pool Officers
	Youth, Sport and Recreation Officers
	Youth Officers (TCYC)
	Youth Officers (YouthLinks)
	Gym Workers
	Lifeguards
	Other Council Staff
External Liaison:	Sports and Recreation Groups and Organisations
	Contractors and Suppliers
	Government and Non-Government Departments, Organisations and Representatives
	Ratepayers, Residents, and Visitors

6. Wages and Other Benefits

Classification:	Level 3 – Barkly Regional Council Enterprise Agreement 2024 (EA)
EA Level 3.1 Wage:	$39.59 per hour (including 25% casual loading)
Status:	Casual (up to 38 hours per week)
SCG:	12%
Casual Loading:	25% casual loading applied
Roster:	The supervisor will set a five-day roster that equals 38 hours per week, within the span of ordinary hours.
Span of Ordinary Hours:	Youth Centre (Youth Links) and all Sport and Recreation employees, the span of ordinary hours will be 8:00 am to 10:00 pm, Monday to Sunday.
	Gym Workers, the span of ordinary hours will be 6:00 am to 6:00 pm, Monday to Friday.
	Swimming Pool and all Waterpark employees, the span of ordinary hours will be 6:30 am to 6:00 pm, Monday to Sunday.
Roster Flexibility:	Employees may be rostered on varying days and hours to meet operational requirements, provide service continuity, and ensure adequate workforce coverage. Roster changes

will be managed in accordance with applicable employment conditions and consultation requirements.

7. Knowledge and Skills

Organisational

- Demonstrated cultural awareness and an understanding of, or ability to work respectfully with, Aboriginal people and communities.
- Good time management and organisational skills, with the ability to complete routine duties reliably and to required standards.
- Ability to work effectively as part of a team and independently when required.
- Ability to move between different work areas and priorities in response to changing operational requirements.

Interpersonal

- Willingness and ability to work in an active, community-facing environment, including rostered work across youth, gym and pool facilities.
- Ability to follow instructions, complete required records and report hazards, incidents and maintenance issues in a timely manner.
- Ability to communicate respectfully and effectively with young people, patrons, community members, colleagues and stakeholders.

Judgement and Initiative

- Ability to identify hazards or service issues, use initiative within the scope of the role, and escalate matters appropriately.
- Ability to respond calmly and appropriately to changing circumstances, including incidents, emergencies and competing operational priorities.
- Ability to follow relevant legislation, Council policies, procedures, safe work practices and professional standards.

Commitment, Attitude, and Application to Duties

- Provide courteous, respectful and timely service to community members and colleagues.
- Demonstrate a reliable, positive and proactive approach to assigned duties.
- Represent Barkly Regional Council in a professional and positive manner.
- Contribute to continuous improvement by completing duties, records, and reporting accurately and on time.
- Take reasonable care for personal safety and the safety of colleagues, participants, patrons and the community.

8. Essential Criteria – Qualifications, Skills and Experience

1. Ability to work effectively both independently and as part of a team in a flexible, multi-service environment.

2. Demonstrated ability to build and maintain positive working relationships with young people, patrons, colleagues and community members.
3. Sound literacy, numeracy and record-keeping skills, including the ability to complete basic incidents, cleaning, and maintenance documentation.
4. Good customer service and communication skills.
5. Basic computer skills to support member check-ins, scheduling and routine record keeping.
6. Knowledge of, or the ability to learn, the safe use and basic care of gym and recreational equipment.
7. Demonstrated knowledge or experience in lifeguarding, water safety, emergency response and patron supervision.
   Pool lifeguarding duties may be performed only after the employee has obtained and maintained the required Pool Lifeguarding, First Aid and CPR qualifications and completed site training.

9. Desirable Criteria – Qualifications, Skills and Experience

1. Aquatic Technical Operations qualification and/or experience with pool plant operations.
2. Cash handling experience.
3. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
4. Previous experience working in Local Government.

10. Compliance, Training and Development

Mandatory	Desirable
• National Criminal History Check • Working with Children Clearance (Ochre Card – Northern Territory)	• SISSS00133 Pool Lifeguard Skill Set (achievable through on-the-job training) • Qualification or extensive experience in the provision of Youth Services / Activities. • CHC32015 Certificate lll in Community Services • SIS30321 Certificate III in Fitness • SIS40221 Certificate IV in Fitness • PUA20119 Certificate II in Public Safety (Aquatic Rescue) • SLSA Bronze Medallion • HLTAID011 Provide First Aid (achievable through on-the-job training) • HLTAID009 Provide Cardiopulmonary Resuscitation (achievable through on-the-job training) • Northern Territory Driver's Licence

	(minimum C Class) • Corporate Induction • Site Induction • Workplace Health and Safety (WHS) Induction Training • Respect @ Work – Prevention of Sexual Harassment in the Workplace Training • Prevention of Workplace Bullying and Harassment Induction Training

11. Inherent Requirements / Job Fitness Requirements

This position has inherent physical requirements that must be met to perform the role safely and effectively. These requirements have been identified in accordance with Work Health and Safety obligations and reflect the actual duties of the position.

Physical Demand Classification:

This is an active operational role involving youth program delivery, facility cleaning and maintenance, patron supervision, and lifeguarding. The physical demands vary according to the work area and rostered duties.

- The role requires regular standing and walking, including movement around youth, gym and pool facilities, and may involve work on wet, uneven, or outdoor surfaces.
- Manual lifting is generally up to 20kg.
- Where loads exceed 20kg, mechanical aids or team handling are to be used.
- The role requires the ability to:
    - Stand and walk for extended periods while supervising activities, patrons and facilities;
    - Bend, reach, squat and perform repetitive movements associated with cleaning, equipment setup, and general facility duties;
    - Lift, carry, push and pull equipment, cleaning supplies, and program resources within safe manual-handling limits;
    - Work in and around aquatic environments and, when rostered as a lifeguard, enter the water and undertake emergency rescue activities in accordance with current qualifications and training;
    - Undertake routine computer, telephone, and record-keeping tasks, and travel within the Barkly Region where required.

Inherent Physical Requirements:

- Ability to stand, walk and move around facilities for extended periods while undertaking supervision, cleaning and operational duties.

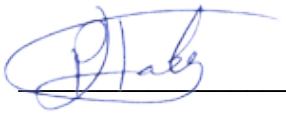
- Ability to bend, reach, kneel or squat as required for cleaning, equipment setup, inspections and general facility tasks.
- Ability to safely lift, carry, push and pull equipment, cleaning supplies and program resources within the manual-handling requirements of the role.
- Ability to work safely in wet and outdoor environments, including pool surrounds and other community recreation areas.
- Ability to maintain the physical capacity required for lifeguarding and emergency response duties, including water entry and rescue activities where rostered and qualified.
- Ability to undertake routine computer, telephone and written record-keeping tasks.
- Ability to safely enter and exit vehicles and travel within the Barkly Region when required.

Physical Requirements of Job Role							
Job Role: Youth, Sport, and Pool Officer – Tennant Creek							
Body Posture	**Not required**	**Rare**	**Intermittent**	**Occasional**	**Frequent**	**Constant**	**Comments**
Standing					X		
Sitting			X				
Forward Reaching				X			
Neck flexion/extension/rotation					X		
Reaching above shoulder height				X			
Stooping & bending forward from standing position					X		
Kneeling/squatting				X			
Trunk rotation				X			
Mobility	**Not required**	**Rare**	**Intermittent**	**Occasional**	**Frequent**	**Constant**	**Comments**
Climbing step/platform				X			
Walking					X		
Walking over uneven surfaces				X			Includes wet/outdoor recreation and pool areas
Ladder climbing		X					
Mobility	**Not required**	**Rare**	**Intermittent**	**Occasional**	**Frequent**	**Constant**	**Comments**

Unilateral lifting				X			
Bilateral carrying				X			
Lifting with weight away from body <10kg				X			
Lifting with weight away from body >10kg			X				
Lowering a vertical distance > 25cm from waist to floor				X			
Lowering a vertical distance > 25cm from waist to shoulder height			X				
Lifting 0kg - 4.5kg					X		
Lifting 4.5kg - 9kg				X			
Lifting 9kg - 22kg			X				
Lifting 22kg - 45kg		X					May occur during emergency rescue/assistance
Lifting 45kg+		X					Emergency rescue/assistance only; team techniques where possible
Handling unstable objects				X			May include assisting patrons/casualties
Carrying				X			
Pushing/pulling				X			
Sustained/repetitive hand grip				X			
Tool use			X				Cleaning and minor facility equipment
Exposure to vibration	X						

12. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.



05 / 11 / 2026

Peter Harder
Chief Executive Officer

Date

13. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

_____ _____/_____/_____

Signature Date