

COOMALIE COMMUNITY GOVERNMENT COUNCIL

Position Description



Position Title	Community Services Officer	
Department	Community Services	
Direct Report	Community Services Coordinator	
Level	Grade 4	Part-time
Location	Coomalie Shire	

POSITION OBJECTIVE

Working within the Community Services Unit, the Community Services Officer assists all functions within the business unit, not limited to Library Services; Sport and Recreation including Pool Lifeguard; Council Events; and Information Communication Technology Support.

The position reports directly to the Community Services Coordinator.

SELECTION CRITERIA

Essential Selection Criteria

1. Assist with the coordination and delivery of Community Sport & Recreation programs that actively engage youth, seniors, special needs groups and the community in general.
2. Assists the Community Services Coordinator to organise and prepare for the Council's commemorative and celebratory community events, including assisting on the day of each event.
3. Assist in the development and delivery of community engagement programs that utilise and promote Council's existing social infrastructure assets, such as the swimming pool, ovals, bowls green, community centre and libraries, prioritising safety in people and traffic management.
4. Provide administrative support to grant funding for community services projects, including assisting to prepare grant applications and the delivery of grant objectives as required by the Community Services Coordinator.
5. Develop and maintain professional relationships with educational bodies, COTA and other community-based organisations working in the Coomalie region, and contribute, with guidance, to the implementation of a Community Engagement Strategy and Communication Plan.
6. Provide relief within the Community Services unit as required, including pool supervision, school holiday programs, library service hours and administrative support as required by the business unit from time to time.
7. Provide high quality customer service as required for enquiries relating to Council's programs.
8. Demonstrated experience working as part of a small team under minimal supervision with the ability to exercise initiative.

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9. High level written and oral communication skills, including an ability to operate various business and database systems and have a keen eye for detail.
10. Ability to work in a physically demanding environment, including working outdoors/in varied weather conditions.
11. Undertake other duties as reasonably directed, consistent with the employee's skills, competencies and level of responsibility.

Desirable Selection Criteria

1. Certificate 3 in Community Services or equivalent experience in Sport & Recreation services and the delivery of community development programs, or relatable administration duties.
2. Experience in community services delivery in a regional environment.
3. Lifeguard qualifications or ability to obtain.
4. Experience in Local Government service delivery and an understanding of the *Local Government Act 2019* (NT) and associated legislations and regulations.

Mandatory Employment Criteria Requirements

- NT Drivers Licence and Light Rigid
- NT Police Check
- Ochre Card
- Senior First Aid Certificate