

Application Package

Youth Centre Assistant

The Shire of Boddington is located in the Gnaala Karla Booja region. Sitting on the banks of the picturesque Hotham River, Boddington is flowing with natural beauty. With warm and welcoming rustic country charm, and affordable housing, it may be one of Western Australia's best kept secrets.

Less than 1 hour from Armadale and Mandurah, the Shire of Boddington covers 1,900 square kilometres and is home to approximately 1,759 people. Five main rivers flow through the Shire and over 40 percent of the area is state forest, making it an ideal destination for hiking, cycling, canoeing, horse-riding, birdwatch and viewing wildflowers.

Boddington Lions Rodeo, the largest rodeo event in WA draws large number of visitors each year. Other attractions include the Medieval Fayre & Feast, South32 Summer by the River, Boddington Country Muster, Quindanning Picnic Race Day, Field of Quilts and the historic Quindanning Tavern.

There is a strong sense of community in Boddington with a number of sporting and volunteer groups actively in operation. These range from youth and senior groups, football, cricket, tennis and swimming clubs.

Boddington is well serviced with a local hospital, medical centre, childcare facility, school catering from kindergarten to year 10, an established arts centre, and various sports and recreation facilities. Hotham Park provides locals and visitors with an opportunity to enjoy an amazing adventure playground, complete with nature play areas, an outdoor gym, half basketball, skate park, pump track, BBQ facilities, and a riverside cafe. It is the perfect location for active families to play and exercise together.

Working for Us

The Shire, is a values driven organisation, understanding that its employees play a vital role in realising the community's vision of becoming a town "well known for being a vibrant and connected community with excellent lifestyle and employment opportunities in a beautiful natural environment".

The Shire values inform our work and interactions with each other and the community. Our culture is our values in action.

- Transparency: Being open and accountable
- Honesty: Acting with integrity and building trust
- Respect: Being tolerant, helpful, and having empathy
- Dedication: The continual pursuit of excellence
- Proactivity: Forward thinking and being positive
- Cohesiveness: Teamwork and unity

We provide an invigorating and rewarding work environment, with a focus on work life balance. Employees are offered a range of amenities and benefits to support both professional development and personal endeavours, including:

- Professional and personal development
- Flexible working arrangements
- Salary Sacrifice
- Superannuation 6% Council matching scheme
- Extra 2 days leave per year
- Reward and recognition program
- Health and well-being program

The Shire is dedicated to diversity in the workplace, equal employment opportunity, and to provide employees with a work environment free of discrimination and harassment.



Advertisement

The Shire of Boddington is proud to be serving our community as a values driven organisation, with a diverse range of services. It is in servicing this community that the Shire is seeking a suitably experienced and motivated individual to join our team as a Youth Centre Assistant.

As a Youth Centre Assistant, you will need the ability to communicate and relate to young people attending the Youth Centre, and engage with them throughout the program delivery. Previous experience working with young people is not necessary, however, would be favourably regarded.

Responsibilities of the role include:

- Support the efficient and effective daily operations of the Boddington Youth Centre
- Assist with implementation and planning of projects and programs
- Engage effectively with young people who are utilising the Boddington Youth Centre and/or participating in projects and programs, with a focus on building rapport

The successful applicant will also have a positive, honest, collaborative attitude, an interest in working with young people with a view to provide enriching experiences, and be able to work with limited supervision.

This role attracts an hourly rate up to \$30.65 (inclusive of loading) plus 11% superannuation, based on an adult wage.

A satisfactory National Police Clearance (dated within the last 3 months) and a valid and current C Class Driver's License are prerequisites for this role.

Should you be our preferred candidate, you will be rewarded with a fantastic opportunity for work/life balance. This position is for 7 hours per week during the school term and up to 24 hours per week during the school holidays. Flexibility is required to work additional hours relevant to the needs of the role.

An application package including the position description can be obtained from www.boddington.wa.gov.au. To apply for this role, applicants are requested to provide a cover letter, resume and a statement addressing the Essential Selection Criteria.

For any further queries about the role, please contact Sam Kempton, Coordinator Community and Economic Development on 9883 4999. For further information about the application process, contact Jackie Stewart on 9883 4999 or hr@boddington.wa.gov.au.

Applications will remain open until the Shire receives a suitable pool of candidates and may close without notice. If you are interested in this position, we recommend you apply as soon as possible.



Application Details

These details are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

Application

Your application should include:

- Cover letter introducing yourself and explaining why you are applying for the position
- Comprehensive Resume
- Selection Criteria which must address the essential criteria contained in the position description. Although there is no specific requirement in the formatting of response, the information you provide should be clear, concise and relevant.

To be eligible for consideration, it is important to address all of the above items.

Candidates who demonstrate that they meet the requirements of the role will be considered for an interview. By submitting your application you agree to provide true and accurate information on your career history and qualifications.

To apply please email hr@boddington.wa.gov.au.

Applications will remain open until a suitable pool of candidates is received and may close without notice. We therefore encourage you apply as soon as possible.

Referees

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

Contact Details

Please provide a convenient telephone number and/or an email address so that you can be contacted easily if you are invited for an interview, or there are queries regarding your application.

Interviews

Interviews will be conducted in-person at the Shire Administration, 39 Bannister Road, Boddington or via video conference.

Background checks

Third-party background checks will be undertaken for the preferred applicant – this includes qualifications, police clearance, identity and employment history verifications.

Equal opportunity

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people without regard to race, gender, ethnicity, disability, age, religion or sexual orientation.

Websites

The Shire's website www.boddington.wa.gov.au contains substantial information about the Shire.

Further enquiries

For further information about the role please contact Jackie Stewart, Human Resources Officer, on 9883 4999 or hr@boddington.wa.gov.au.



Position Description

Title

Youth Centre Assistant

Department

Community and Economic Development

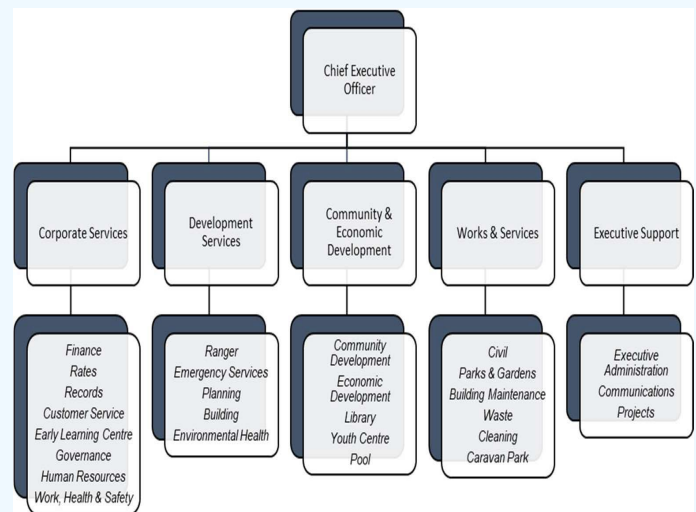
Salary & Conditions

Level 2 | Local Government Officers Award WA 2021

Organisational Relationships

Responsible to: Community Services Officer

Direct Reports: Nil



Key Responsibilities and Duties

- Support the efficient and effective daily operations of the Boddington Youth Centre.
- Assist with implementation and planning of projects and programs at the Boddington Youth Centre.
- Engage effectively with young people who are utilising the Boddington Youth Centre and/or participating in projects and programs, with a focus on building rapport with all parties.
- Maintain relevant boundaries, reinforcing a facilitative relationship with young people and other service providers.
- Ensure the building, surrounds and facilities are kept clean to a satisfactory standard.
- Assist with the preparation of food for young people and related cleaning duties.
- Assist with projects, programs and other duties as requested by the Community Services Officer which are in line with the position's responsibilities.
- Undertake administration processes including use of IT systems as directed.
- Establish effective working relationships with all team members and apply sound communication skills to resolve issues.
- Follow risk management guidelines and promote safety within all activities.

General

- Comply with the Shire's Work, Health and Safety Policy and Procedures and Work Injury Management Program including hazard and incident reporting
- Actively participate in the Shire's risk management program, performance review and continuous improvement program
- Promote a harmonious working environment respecting all others and conform with duty of care requirements, by ensuring safety of self and of others through the prevention of any adverse acts or omissions
- Use, store and maintain items, equipment and facilities provided as properly instructed and not wilfully interfere with or misuse items or facilities provided in the interests on safety and health
- Contribute to the attainment and development of relevant Corporate and departmental goals and objectives
- Cooperate with the employer in the carrying out of their safety and health obligations under relevant Acts and Legislation

Extent of Authority

- This position operates under the general direction of the Community Services Officer within established guidelines, policies and procedures of Council.

Selection Criteria

Essential

1. Demonstrated understanding or experience in engaging with young people in a community setting
2. Ability to communicate and relate with young people from a variety of backgrounds
3. Demonstrated ability to deal with difficult customers and situations
4. Demonstrated ability to utilise own initiative and work independently

Desirable Criteria

1. First Aid certificate
2. Working knowledge of the local community and region
3. Awareness of community development principles

Employment Prerequisite

- Provision of satisfactory National Police Clearance (issued within the last three months)
- Provision of current and valid Working With Children check
- Provision of Employee Medical Declaration prior to commencement

