

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 a vibrant, connected, and evolving local government. Our Development and Community Services team is dedicated to supporting and enriching the lives of residents through meaningful programs and initiatives.

As part of the Community Services team, our Youth Centre Assistants play a vital role in fostering a welcoming and inclusive space for young people in Boddington. Your ability and drive to connect and engage with youth through program delivery, activities, and mentorship contribute to building a supportive and positive environment.

Key responsibilities include:

- Support the efficient and effective daily operations of 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.
- Establish effective working relationships with all team members and apply sound communication skills to resolve issues.
- Assist with the preparation of food for young people and related cleaning duties.

The successful applicant will have a positive, honest, and collaborative attitude, an interest in working with young people with a view to provide enriching experiences, and be able to work with limited supervision. You will also need the flexibility to work additional hours relevant to the needs of the role.

The position offers:

- A competitive hourly rate of up to \$30.79 (inclusive of casual loading) based on an adult wage.
- A minimum of 7 hours per week with additional hours available during school holidays.
- Generous superannuation (up to 23% with superannuation co-contribution scheme).
- Additional benefits including salary sacrifice and free pool and gym access.

A satisfactory National Police Clearance (dated within the last 3 months) and a valid and current Working with Children's Check are prerequisites for this role.

To apply for this role, applicants should provide a resume including details of qualifications and competencies, and a cover letter outlining relevant experience. For further information about the position and application process, contact Renee Sarich, Human Resources Officer on 08 9883 4999 or via email to hr@boddington.wa.gov.au.

Applications should be submitted to hr@boddington.wa.gov.au by 4.00pm on Tuesday 1 April 2025.

We reserve the right to withdraw this advertisement prior to the closing date and to commence recruitment immediately. Candidates are encouraged to apply as soon as possible.

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people with regard to race, gender, ethnicity, disability, age, religion or sexual orientation.



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 close at **4.00pm on Tuesday 1 April 2025**.

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

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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 Amy Lazenby, Human Resources Officer, on 9883 4999 or hr@boddington.wa.gov.au.



Position Description

Title

Youth Centre Assistant - Casual

Department

Development and Community Services

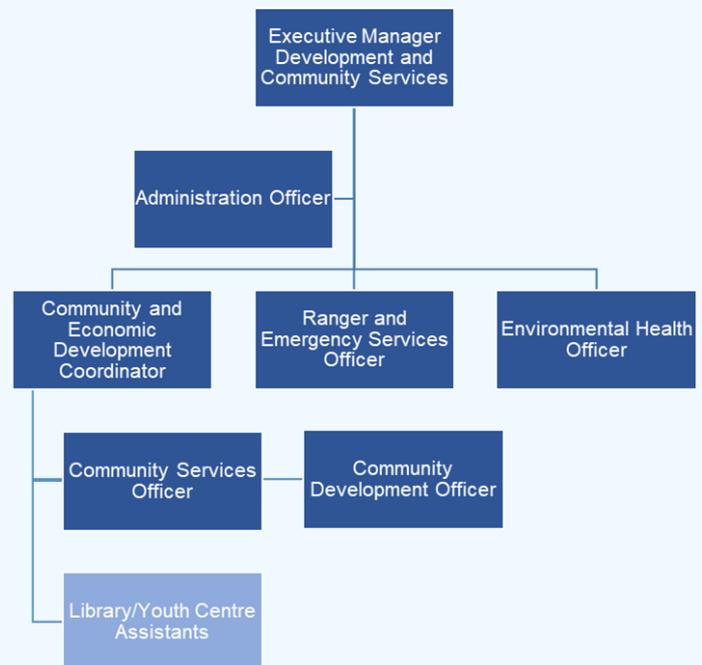
Salary & Conditions

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 Responsibilities

Organisational

- Undertake any other reasonable duties as requested by your supervisor.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Understand and comply with the Shire of Boddington's Code of Conduct, policies and procedures.
- Follow, support and actively contribute to the continual improvement of processes and procedures within the Shire.

- Exercise discretion and maintain confidentiality in all activities.
- Actively participate in the Shire's risk management program, performance review and continuous improvement program.
- Remain committed to demonstrating equal employment opportunity, inclusion and diversity in the workplace where the rights of individuals are upheld and everyone is treated with respect, fairness equality and dignity and, where the workplace is free from all forms of unlawful discrimination, harassment and bullying.
- Understand and integrate the Shire's values into your daily activities to enhance its positive and constructive culture.

Work Health and Safety

- Ensure Workplace Health & Safety requirements are observed and adhered, by maintaining safe work practices in accordance with the Work Health and Safety legislation (WHS Act 2020) and the Shire's policies and procedures.
- Take reasonable care for your own health and safety in the workplace and work in a safe manner so that you, others, our environment, our equipment and our community remain free from harm.

Extent of Authority

- Within the limits of Council and Operational Policies, and legislative constraints.

Selection Criteria

Essential

1. Demonstrated understanding of the role in engaging young people in a community setting
2. Ability to communicate and relate with young people from a variety of backgrounds
3. Excellent interpersonal and communication skills
4. Demonstrated ability to deal with difficult customers and situations
5. Demonstrated ability to utilise own initiative and work independently
6. Demonstrated ability to work collaboratively as part of a team

Desirable Criteria

1. First Aid certificate
2. Previous experience working with young people
3. Working knowledge of the local community and region
4. 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

