|  |
| --- |
| **Sport and Recreation Traineeship** **Position Description** |
| **Purpose**Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities. |
| **Employee Name:**  | **Date PD Issued:**  |
| **Position: Sport and Recreation Trainee (Certificate III in Education Support)** |
| **Host Employer: Brauer College** | **Supervisor: Danielle Higgins** |
| **Host Employer Address: Caramut Road, Warrnambool 3280** |
| **Westvic Staffing Solutions Field Officer:**  |
|  |
| **Tasks Involved:*** Attend overnight camps as required and Undertake camp administration duties.
* Undertake supervision of groups in participation with teachers.
* Liaise, instruct and support staff and students sports activities.
* Assist with the student activities programs.
* Assist with food preparation and organisation for camp.
* Assist water safety and lifeguard personnel during outdoor education and events.
* Participate in other camps, trips and excursions as required.
* Undertake Certificate III School Based Education Support theory tasks.
* Assist in Brauer College sports programmes.
* Assist in classroom activities
 |
| **Qualifications and Licenses Required:*** Be expected to obtain a Victorian Drivers Licence prior to or soon after commencement
* First Aid Certificate (training provided)
* Working with Children’s Check (to be completed if successful)
* Food handling training preferred or willingness to complete training
 |
| **Key Selection Criteria:*** Hold a Year 12 qualification
* Genuine interest in working in a school environment
* Ability to work with children
* Friendly personality with strong communication skills
* Conscientious and hard working
* Punctual and reliable
* Valid Bronze Medallion or ability to obtain prior to commencement
* Commitment to complete a III School Based Education Support
 |
| **Workplace Health and Safety:*** Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures, and workplace instructions.
* Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
* Correctly wear and maintain items of personal protective clothing and equipment that are provided
* Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
* Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay.
 |
| **Additional Information*** Hours Per Week: 38 (hours on duty)
* Days per Week: Monday - Friday
* Award / Agreement: National Training Wage Level A / Education Services General Staff
* Superannuation: 11.5%
* Gross hourly commencement rate:
 |
| **Copy to: 🗌 Employee 🗌 Host Employer 🗌 Main File**  |

**Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name:

Employee Signature: Date:

**HOST EMPLOYER:**

Host Employer Name:

Host Employer Signature: Date:

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Name:

Westvic Staffing Solutions Signature: Date: