

**BLACKHEATH AREA NEIGHBOURHOOD CENTRE INC.
POSITION DESCRIPTION**

Position	BOOSH Assistant Coordinator
Location	Blackheath Public School, Blackheath NSW 2785
Accountability and reporting	This position reports to BOOSH Coordinator
Directly supervises	BOOSH Educators as required
Internal liaisons	Finance Assistant, Finance Manager, Operations Manager, Neighbourhood Centre Coordinator, BANC Access Coordinator
External liaisons	Parents, Blackheath Public School staff, Mountains Christian College staff, Mt Victoria Public School staff, Megalong Public School staff, HubWorks, contractors
Remuneration	Modern Children's Award Level 5 plus 10%
Hours per week	30 hours during term time and 25 hours during Vacation Care
Position status/duration	Permanent, part-time (subject to funding). Occasional out of core hours work is required.
Organisational context	<p>Blackheath Area Neighbourhood Centre (BANC) is a multipurpose not-for-profit community-based organisation servicing the Upper Blue Mountains. Services include out of school hours care, NDIS services, and Neighbourhood Centre. BANC values are Inclusive, Fair, Professional, Committed, Responsive, Innovative. BANC is the heart of creative, inclusive services that support the sustained well-being and resilience of its community.</p> <p>BOOSH provides Before School, After School and Vacation Care to primary school-aged children.</p>
Position objectives	This position works alongside the BOOSH Coordinator to ensure BOOSH works within the requirements of the National Quality Framework (NQF) and the framework for School Aged Care – My Time, Our Place. The Assistant Coordinator will lead planning of the daily program based on My Time, Our Place, as well as monitoring, evaluation and reporting. Policy states the level of delegations that apply to this position.
Judgment and decision making	This position requires the ability to make decisions and solve problems based on BANC Policy and Procedures and delegations provided by the BOOSH Coordinator.
Interpersonal skills	<ul style="list-style-type: none"> • Ability to develop positive working relationships with stakeholders including staff, children and parents • Good written and verbal communication skills • Understanding of confidentiality and discretion

<p>Duties</p>	<ol style="list-style-type: none"> 1. Ensure a high-quality standard of care is provided 2. Assist in creating a warm, caring environment for all children 3. Lead planning of the daily program based on My Time, Our Place, as well as monitoring, evaluation and reporting 4. Ensure needs, concerns and expectations of children and families are integrated into planning 5. Actively engage with children during the implementation of the program 6. Foster a rich play environment consistent with My Time, Our Place 7. Ensure the safety and hygiene of children, including ensuring appropriate cleaning and food handling practices 8. Regularly update the Quality Improvement Plan (QIP) 9. Order and manage resources 10. Ensure that BOOSH maintains a positive public image and is well promoted so that its services are as accessible as possible 11. Maintain effective and efficient administrative and financial management systems 12. Contribute to the development and review of BANC policies and procedures to ensure they support the safe and professional delivery of services. <p>BANC duties</p> <ol style="list-style-type: none"> 1. Comply with all BANC policies and procedures 2. Act according to the BANC Code of Conduct 3. Comply with BANC’s Work Health and Safety Policy 4. Promote a positive image of BANC to members of the public 5. Promote the service where possible, including on social media platforms 6. Contribute to the team environment at BANC and its overall aims 7. Actively participate in staff meetings, service planning, supervision and performance appraisals as directed 8. Read and respond to relevant minutes and memorandums 9. Maintain BANC resources within the guidelines of BANC Policies and Procedures
<p>Selection criteria</p>	<ol style="list-style-type: none"> 1. Ability to effectively supervise an education and care service 2. Understanding of child development and the needs of children with additional needs 3. Ability to develop respectful relationships with children, families and staff 4. Good IT skills, including knowledge of Microsoft Office 5. Good organisational skills 6. Current Criminal Record Check and Working with Children Check 7. Up-to-date COVID-19 and influenza vaccination certificate
<p>Date</p>	<p>October 2022</p>