BLACKHEATH AREA NEIGHBOURHOOD CENTRE INC. (BANC)
POSITION DESCRIPTION

Position	**BOOSH Assistant Coordinator**
Location	Blackheath Public School, Blackheath NSW 2785
Accountability and reporting	Day-to Day Reports to the BOOSH Coordinator Overall BANC General Manager and Management Committee
Directly supervises	BOOSH Educators
Internal liaisons	Finance Assistant, Finance Manager, Neighbourhood Centre Coordinator, NDIS Access Coordinator, General Manager
External liaisons	Parents, Blackheath Public School, Mountains Christian College, Mt Victoria Public School, Megalong Public School, Department of Education, Centrelink, Inclusion Support Agency, HubWorks, Lithgow Bus Lines, local government, Network of Community Activities, Blue Mountains OOSH Network
Remuneration	Children's Services Award Level 6 plus above award pay and conditions + allowances
Hours per week	22 hours per week
Days and Hours worked	Wednesday 7am – 6pm Thursday 7am – 9am 2.30pm – 6pm Friday 7am – 9am 2.30pm – 6pm
Position status/ duration	Permanent, part-time (subject to funding). Occasionally out of core hours work may be required.
Organisational context	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. BOOSH provides Before School, After School and Vacation Care to primary school-aged children.
Position objectives	This position works alongside the BOOSH Coordinator to ensure BOOSH works within 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. BANC Policy defines the level of delegations that apply to this position.

	The position is responsible for ensuring the BOOSH functions effectively and efficiently. Working with the Coordinator, the Assistant Coordinator will - Guide the program delivery on a day-to -day basis - Provide supervision to educators - Undertake duties as directed by the Coordinator to ensure safe, high quality, effective operation of the out of school hours service
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	• Ability to develop positive working relationships with stakeholders including staff, children and parents • Good written and verbal communication skills • Understanding of confidentiality and discretion
Duties	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. Alongside the BOOSH Coordinator, provide supervision support and direction to the BOOSH educators rostered on your days 5. Ensure needs, concerns and expectations of children and families are integrated into planning 6. Actively engage with children during the implementation of the program 7. Foster a rich play environment consistent with My Time, Our Place 8. Ensure the safety and hygiene of children, including ensuring appropriate cleaning and food handling practices 9. Regularly update the Quality Improvement Plan (QIP) 10. Order and manage resources 11. Ensure that BOOSH maintains a positive public image and is well promoted so that its services are as accessible as possible 12. Maintain effective and efficient administrative and financial management systems 13. Contribute to the development and review of BANC policies and procedures to ensure they support the safe and professional delivery of services. **BANC duties** 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
Selection criteria	1. Ability to effectively supervise an education and care service 2. Demonstrated organizational skills 3. Ability to implement policies and procedures in practice 4. Understanding of child development and how to support children with additional needs 5. Ability to develop respectful relationships with children, families and staff 6. Good IT skills, including knowledge of Microsoft Office

	7. Professional communication skills 8. Working with Children Check, National Police check, and current First Aid Certificate
Date	September 2026