



POSITION DESCRIPTION FORM

File No: PDF-F0414098

POSITION IDENTIFICATION

Title:	Programs Coordinator	Level:	Level 7
Service Unit:	Sport & Recreation	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Sustainable Development	Date Effective:	12 March 2025
Reporting to:	Manager Recreation Centre	Date Last Reviewed:	12 March 2025

PURPOSE OF POSITION

- Responsible for the co-ordination, leadership and planning of recreational and leisure programs across the Gym, Group Fitness, Sports & Children, and Membership service areas of the Eaton Recreation Centre.
- Development and implementation of innovative strategies which improve the viability and sustainability of the Eaton Recreation Centre.
- Facilitates and supports the delivery of recreation services, programs and facilities that meet the needs of the community and provides strategic advice and input into the future planning of facilities, programs and services.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Provide leadership and support to Recreation Services staff, and community user groups for the provision of recreation programs and activities.
- Provide technical/professional advice to Manager Recreation Centre and other staff on existing and future recreational and leisure needs of the community.
- Identify and seek external grant funding opportunities to supplement ERC initiatives, programs, services and infrastructure.
- Plan, develop, implement and evaluate existing, new and innovative programmes and activities to meet the recreational needs of the community.
- Manage, implement and evaluate programs and services to ensure that the needs and expectations of ERC members and customers are met.
- Monitor and evaluate all program aims, objectives, financial outcomes and participation levels on an ongoing basis to ensure their success.
- Establish and maintain partnerships with internal and external stakeholders and government agencies for the development of recreation initiatives.
- Prepare, manage and maintain ERC annual operational area budgets and provide strategic information and advice on the requirements for the ERC including fees and charges, capital and asset budgets.
- Develop marketing and promotional strategies for the Eaton Recreation Centre in collaboration with the Manager and Shire of Dardanup Marketing and Promotions Officer in order to increase community awareness, involvement, participation and usage of the ERC, programs and events.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Develop and maintain management policies and procedures for the ERC.
- Operate as part of the ERC Management Group and assume the Acting Managers role as required.
- Provide operational leadership coverage as required for open and close shifts
- Ensure the proper planning and development of ERC run and hosted events.
- Represent the Shire and Recreation Services on relevant committees and workshops as required.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Any other duties as directed by the line supervisor / manager.

ORGANISATIONAL RELATIONSHIPS

Responsible for:	Fitness Team Leader Membership Officers Sport & Children Services Team Leader
Internal Relationships:	All Shire of Dardanup employees and Elected Members.
External Relationships:	Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

POSITION DIMENSIONS

Work Location:	Eaton Recreation Centre.
Delegated Authority:	As defined by the Chief Executive Officer. Authority to sign purchase orders for supplies and services under delegated authority.
Driving Requirements:	C (Car) or CA (Car Automatic) class motor vehicle licence.

EXTENT OF AUTHORITY

This position operates under direction of the Manager Recreation Centre within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire’s Customer Service Charter.

CORPORATE ACCOUNTABILITIES

- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council’s WHS policies and the Work Health and Safety Act 2020.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under the Work Health and Safety Act 2020.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Work Health and Safety legislation and Council’s WHS policies.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values “Trust, Respect, Accountability, Customer/Community, Excellence and Support” within the workplace”.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

T RUST	R ESPECT	A CCOUNTABILITY	C USTOMERS & COMMUNITY	E XCELLENCE	S UPPORT
 "We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."	"We are committed to recognising and acknowledging each person's unique contribution." 	 "We are committed to transparency, good governance and accept responsibility for our actions."	"We are committed to providing a positive experience for our customers and our community." 	 "We are committed to being the best we can be within the organisation."	"We are committed to being a true team." 

SELECTION CRITERIA

Essential:

1. Tertiary qualifications in Sport, Recreation, Leisure Sciences, Business or a relevant related field, with relevant experience in a leadership and/or management capacity within a recreation centre environment.
2. Demonstrated communication, public relations and interpersonal skills in a customer-based business environment with an ability to influence, negotiate and resolve conflict.

3. Experience planning, delivering and evaluating programs in a recreation capacity for a broad demographic
4. Strong organisational skills with the capacity to supervise a multi-disciplinary team to manage priorities and meet deadlines.
5. Ability to accurately analyse, prepare and present data using a range of Microsoft Office programs, in addition to experience in budget preparation, monitoring and reporting.
6. Proven leadership capability coupled with strong interpersonal skills and an ability to develop trust and engagement within a workforce and manage the demands of varied areas of responsibility.
7. Proven ability to engage and influence outcomes for the organisation by managing issues and challenges with a capacity to address such issues and challenges.

Desirable:

1. Experience with marketing and promotion using a varied range of media platforms.
2. Previous experience or an understanding of Local Government recreation facilities.