# POSITION DESCRIPTION

## Youth and Recreation Officer

| | |
|---|---|
| **Position Title:** | Youth and Recreation Officer |
| **Business Unit:** | Community Development |
| **Location:** | Wiluna Youth Centre, Scotia Street<br>Other locations as may be required from time to time |
| **Reports To:** | Senior Youth and Recreation Officer |
| **Supervises / Manages:** | Nil |
| **Employment Status:** | Full-Time : 38 hours per week |
| **Award Classification:** | Level 3 in accordance with Shire of Wiluna Salary Matrix |
| **Salary:** | $89,222 per annum including the Wiluna Allowance for those working and residing in Wiluna. |
| **Superannuation:** | Up to 17% superannuation.<br>This includes the 12% Superannuation Guarantee, with an additional 5% matching contribution provided by the Shire where an employee chooses to salary sacrifice. |
| **Vehicle Provision:** | Not applicable |
| **Accommodation** | Where required, the Shire is able to provide fully subsidised shared accommodation for individuals in modular units. Fully subsidised dwelling accommodation for families may also be negotiated. |
| **Study Leave** | Formal training and on the job mentoring and support will be provided. |
| **Probation Period:** | 3 months |
| **National Police Certificate (Police Check) Required :** | Yes |
| **Working with Children Check Required :** | Yes |
| **Pre-Employment Medical Required:** | Yes |

## Key Responsibilities and Duties

| Key Area | Responsibilities and Duties |
|---|---|
| Programme Development and Participation | Develop and maintain solid and productive working relationships with youth, sporting bodies and contract partners. |
| | Support of youth and community recreation initiatives that focus on increasing participation in health and well-being activities. |
| | Support to external providers to expand youth and recreation programmes that align with the goals of the Shire's Strategic Community Plan. |
| | Foster the development of informal and social youth and sporting opportunities. |
| | Deliver approved youth, support, and recreation programmes. |
| | Support the Shire's involvement in events that promote and increase participation in youth programs and physical activity. |
| | Identification and mitigation of risks in the delivery of sport and recreation programmes. |
| | Deliver grant funded programmes and liaise with other departments to ensure successful acquittal of the funding objectives. |
| | Preparation of approved food and materials to support programme delivery. |
| Stakeholder Capacity Building | Deliver an approved programme of training and professional development opportunities to youth groups and mentors on relevant topics. |
| | Support youth and recreation programmes and their volunteers to develop their skills and capacity in governance, financial sustainability, volunteer retention, inclusive programming, health promotion, and participation growth. |

| | |
|---|---|
| Administration and Engagement | Actively participate in project working groups, networks and forums that relate to youth and recreation. |
| | Stay current, and provide advice on emerging and current youth issues, proposed directions, and initiatives. |
| | Ensure your supervisor is informed of potential public relations opportunities and issues. |
| | Assist in the implementation of the youth engagement strategy. |
| | Work with external stakeholders to identify and promote youth and recreation participation opportunities. |
| | Keep the Youth and Recreation programme assets, equipment and facilities in a clean, serviceable and safe standard. |
| | Provide backup to other Shire functions including administration, visitor services, and facilities support. |
| General | Other duties as directed by management that are relevant to the position and level. |
| | Commitment to ensuring equity and respect is fostered within your team and across the workplace. |
| | Develop and maintain positive working relationships with internal and external stakeholders. |
| | Participate in and support a culture of positive change, quality, and customer service within the Shire. |
| | Act in accordance with the Shire's Policies, relevant legislation, and Council's Staff Code of Conduct. |

## Authority and Accountability

This role requires the incumbent to:

- Provide input into the development of youth and recreation strategies, policies, and procedures.
- Be responsible for the quality and completion of their key responsibilities subject to general direction.
- Provide timely and accurate advice relating to youth and sport and recreation programmes and activities.
- Be responsible in the care and safety of minors under their supervision.

## Extent of Authority

The role has delegations and approvals as assigned by management. It holds the authority required to carry out directed duties to required standards, in a manner ensuring safety of both the public and Shire employees.

All decisions must be in accordance with legislative requirements and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

## Judgement and Problem Solving

This role is required to use proficient judgement and make decisions relating to:

- Problem solving and resolving issues relating to areas covered by the key responsibilities.
- Provision of considered advice to internal and external parties, drawing on appropriate experience and knowledge.
- Application of policy and procedures in the delivery of programmes.
- Identification of when situations and issues need escalation.

The incumbent will possess:

- Well-developed day-to-day decision-making skills.
- Ability to recognise and handle social and cultural issues in decision-making.
- Ability to understand the needs of the Youth and Recreation programme and appropriately refer issues and opportunities.
- Ability to identify and report potential risk management issues.
- Ability to effectively assist co-workers to solve issues.

Guidance and advice is available to assist with decision-making and for referral when required.

## Specialist Knowledge and Skills

This role requires competence in a number of key skill areas related to major elements of the job. The following knowledge and skills are required to be utilised:

- Understanding of community youth and sport and recreation trends.
- Practical understanding of applicable legislative requirements for youth and sport and recreation work, that is appropriate to the level of the position.
- Ability to deliver youth capacity improvements.
- Sound computer skills, including use of the Microsoft Office suite.
- An understanding of youth and sport and active recreation participation trends, opportunities, and constraints.
- Conflict resolution and mediation skills.
- Functional understanding of effective ways of promoting community youth and sport and active recreation programmes.
- Comprehensive understanding of the role and goals of the department.
- Well-developed and versatile communication and engagement skills.

### Management Skills

This role requires:

- Ability to prioritise tasks and work to timelines.
- Sound administrative and programme organisation skills.
- Ability to manage a number of activities concurrently.
- Ability to establish and document processes and procedures.

The incumbent must apply the following management skills:

- Disciplined organisational and task management skills.
- Time management, including an ability to multi-task and balance competing priorities.

### Interpersonal Skills

Employees at this level require effective communication skills to enable them to communicate with clients, other staff, members of the public, and in the routine and usual resolution of matters.

The following interpersonal skills are required to be utilised:

- Exceptional relationship building skills.
- Ability to identify developing interpersonal issues and deploy appropriate interventions.
- Ability to work both independently and as part of a team.
- Effective verbal and written communication skills.
- Well-developed ability to work effectively with diverse populations, cultures, and external parties.
- Facilitation, problem solving, issue resolution and negotiation skills.
- Ability to present written and visual materials at the appropriate level for audiences of various ages and capabilities, and in a manner that effectively conveys all pertinent information.

### Qualifications and Experience

**Preferred:**

- Relevant trade Certificate or equivalent (e.g. Youth Work / Sport and Recreation).
- Significant knowledge and skills gained through on-the-job training in a similar role.
- First Aid and Food Handling Certificate.
- ‘C’ Class Licence.

**Desirable Experience:**

- Delivery of youth and recreation programmes
- Group facilitation and conflict resolution
- Building and fostering relationships with youth of diverse cultural backgrounds
- Working with neurodiverse youth.

## Key Selection Criteria

1. Relevant qualifications (e.g. Youth Work / Sport and Recreation) or previous experience in a similar role.
2. A practical understanding of the principles involved in effective delivery of youth, sport and recreation programmes; community engagement; and youth support.
3. Experience in working with at risk and neurodiverse youth.
4. Effective time management, administration and organisational skills.
5. Well-established interpersonal and communication skills including the ability to work well with a culturally and age diverse range of youth and other community members.
6. Ability to prepare appropriate and safe programme materials and meals.

## Approval

APPROVED BY: Matt McIntyre, Chief Executive Officer

Date: 10 November 2026

## Position Description Agreement

*The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Wiluna reserves the right to amend responsibilities as required to meet business and operational requirements.*

*I, the undersigned, agree that the above position description including the key responsibilities and duties are accepted as appropriate for the position.*

Employee Name: Employee Signature:

Date: