POSITION DESCRIPTION

Youth and Recreation Assistant

Position Title:	Youth and Recreation Assistant
Business Unit:	Community Development
Location:	Wiluna Youth Centre, Scotia Street 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 2 in accordance with Shire of Wiluna Salary Matrix
Salary:	$82,108 per annum including the Wiluna Allowance for those working and residing in Wiluna.
Superannuation:	Up to 17% superannuation. 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	Deliver approved youth, support, and recreation programmes under supervision.
	Support youth and community recreation initiatives that focus on increasing participation in health and well-being activities.
	Preparation of approved food and materials to support programme delivery.
	Support external providers to expand youth and recreation programmes that align with the goals of the Shire's Strategic Community Plan.
	Assist the development of informal and social youth and sporting opportunities.
	Maintain solid and productive working relationships with youth, sporting bodies and contract partners.
	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.
	Support youth and recreation programmes and their volunteers as required.
Administration and Engagement	Stay current on emerging and current youth issues.
	Ensure your supervisor is informed of potential public relations opportunities and issues.
	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:

- Be responsible for the quality and completion of their key responsibilities subject to close direction.
- 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 sound judgement and make decisions relating to:

- 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.
- Appropriate application of policy and procedures in the delivery of activities.
- Identification of when situations and issues need escalation.

The incumbent will possess:

- Competent 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 manage 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.
- Sound computer skills, including use of the Microsoft Office suite.
- Conflict resolution and mediation skills.
- Understanding of the role and goals of the department.

Management Skills

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.
- Ability to meet timelines.

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:

- Well-developed relationship building skills.
- Ability to identify developing interpersonal issues and deploy appropriate interventions.
- Ability to work both independently and as part of a team.
- Well-developed and versatile communication and engagement skills.
- Well-developed ability to work effectively with diverse populations, cultures, and external parties.
- Facilitation, problem solving, issue resolution and negotiation skills.

Qualifications and Experience

Preferred:

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

Desirable Experience:

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

Key Selection Criteria

1. 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 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: