



**Rowville Neighbourhood  
Learning Centre** Inc.

## Position Description

*Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.*

**JOB TITLE: Vacation Care Program Educator**

**DATE:** July 2019

**EMPLOYMENT TYPE:** Casual

**HOURS OF WORK:** The hours of work for this position are carried out primarily during the Victorian school term holidays. As this is a casual position, the hours will vary and be based on a roster system. The roster is prepared and casual staff notified prior to the Victorian school term holidays. The roster is based on staff availability and participant numbers. At all times the Coordinator has the rights to change the shifts when needed.

**CLASSIFICATION:** Children Services Award 2010 Level 3

**EMPLOYER:** Rowville Neighbourhood Learning Centre Inc.

**BASED AT:** 40 Fulham Road, Rowville

**REPORTS TO:** Vacation Care Coordinator

**APPROVED BY:** Rowville Neighbourhood Learning Centre Inc.

### **Vacation Care Program MISSION STATEMENT**

#### **Rowville Neighbourhood Learning Centre Inc.**

We recognise that all children have the right to feel safe, secure and respected and we aim to provide a high level of care, with a commitment to support and foster the total well-being of children within our Service.

We are committed to equity for all children and aim to provide a program that reflects and supports the diversity of culture, language and needs within our community.

We use the principle of reflective practice to enhance our service, as well as to plan and provide experiences and activities with a high focus on the interests and abilities of

the children. We believe that children learn through play and interactions with adults and their peers and we strive to foster respectful and responsive relationships with the children, the families and with each other

**Primary Function:**

To effectively assist the Vacation Care Assistant Coordinator in the successful operation of the Vacation Care Program. To provide quality care, ensuring it is of a high standard and that the policies of the Vacation Care Program are adhered to. Also to provide support and assistance with the implementation of programs, ensuring that all activities offered for all children attending the program, including those children with additional needs. This role will also be actively involved in ensuring that activities are provided in a friendly, safe, stimulating and supportive environment. Identify and assist with Occupational Health and Safety Issues.

| KPI's  |  |
|--|--|
| Function                                       | Measure  |
| Walker Learner observations x 2                | Completing 2 Learning Stories each shift   |
| Risk Management Plans to be read               | Awareness of what's required   |
| Communication between Staff Members            | Entries into the Com Book each shift   |
| Knowledge of the 'My Time, My Place' Framework | Completing documentation/evidence for the program  |
| Supervisions/Ratios                            | Knowing how many children are in your care at all times and positioning yourself in an area of good supervision. |

If you have any questions or concerns about this please contact your Coordinator.

**Key Responsibilities and Duties – Vacation Care Program Educator**

The key responsibilities and duties listed below outline the main job functions on this role however; you may be required to perform other duties as directed from time to time to suit organisational requirements.

- Provide support and assistance in the development, planning, implementation and evaluation of an age appropriate program, relevant to the developmental needs of individual and groups of children attending the program, including those with additional needs;
- Ensure the program is adequately planned and delivered as per all relevant standards, regulations, policies and guidelines.
- Ensure adequate and effective Learning Stories are created and completed each shift
- Maintain up to date working knowledge of the Education & Care Services National Regulations
- Interact with the children and facilitate their involvement in formal and informal activities throughout the program;
- Regularly liaise with the Vacation Care Assistant Coordinator to provide appropriate information regarding foreseeable problems or improvements concerning staff and/or the program;
- Undertake duties as directed by Vacation Care Assistant Coordinator;

- Attend staff meetings and training;
- Use all resources effectively;
- Promote and exercise Occupational Health & Safety in the workplace.
- Attend staff meetings.
- Attend approved personal and professional development.
- Undertake other duties as directed, including sharing duties with other staff from time to time.

#### **Key Responsibilities and Duties - Administration Function**

- Record and detail information in relation to the Quality Standards
  - Ensure that all levels of confidentiality are adhered to;
  - Keep accident and medical records as required by National Regulations
  - Work as Team member.
  - Handle incoming phone enquiries.
- **Other Responsibilities and Duties:**
  - Assist in the maintaining of equipment and to ensure the cleanliness and safety of the Centre and its facilities on a daily basis;
  - Maintain correct Educator-Child Ratios and provide efficient and effective child supervision throughout the entire day;
  - Be in attendance, prepared for work, at the start of the shift stated on the roster;
  - Make sure that areas and grounds used for activities are clean and tidy after each session;
  - Provide First Aid and administer medication in accordance with Service Policies and guidelines, ensuring necessary paperwork is filled out and filed properly and the Coordinator and/or Assistant Coordinator is notified;
  - Perform other duties associated with the Vacation Care Program as directed.

#### **Organisational Relationships:**

1. Reports to – Vacation Care Assistant Coordinator

**Internal Liaison** - RNLC Manager, Vacation Care Program Coordinator, Vacation Care Educators, RNLC office staff, and volunteers

**External Liaison** – Vacation Care parents and children, Rowville Community Centre, Knox City Council, Rowville Library, other regional Neighbourhood House staff and other agencies where required

#### **Communication:**

1. Must be friendly and courteous at all times when representing RNLC.
2. Maintain a warm and inviting atmosphere at the RNLC
3. Facilitate good communication skills in the workplace
4. Receive supervision and support from senior staff members
5. Communicate effectively and work cooperatively with all staff
6. Encourage and support Volunteers in carrying out their duties
7. Communicate daily messages/ occurrences in the day book
8. Attend all staff meetings

#### **Accountability and Extent of Authority:**

1. Accountable to the Vacation Care Assistant Coordinator, the Vacation Care Program Coordinator and the RNLC Manager

2. To ensure that all duties and responsibilities are carried out in accordance with the Quality Standards, The National Regulations and the established RNLC policies, procedures and guidelines
3. Be able to complete all tasks within the agreed time frame
4. Prioritise own work

### **Judgement and Decision Making:**

1. To consult with the Program Coordinator and the RNLC Manager prior to initiating any major program, operational or structural changes
2. Follow the Vacation Care Policy and Procedure Handbook to the best of your ability
3. Act competently in emergency, or unfamiliar situations
4. Immediately notify the Co-ordinator or Assistant Coordinator of any potentially dangerous situation
5. Ensure guidance is requested when needed

### **Specialist Skills and Knowledge:**

- Knowledge and understanding of the Education & Care Services National Regulations
- Knowledge of Child Protection Legislation
- Ability to support staff in the design and supervision of activities which cater for a variety of needs and ages
- Ability to manage children with additional needs
- Ability to work effectively in a team environment
- Ability to communicate effectively with adults and children
- Knowledge and understanding of the developmental and general needs of Primary school aged children and the type of activities appropriate to each age group
- Ability and confidence to help lead an activity to its completion
- Ability to work with children in a variety of situations, including toileting, meal times and times of behavioural episodes etc.;
- Conflict resolution and practical problem solving skills
- All participants, parents and staff are to be treated with dignity and respect at all times.
- Ability to work independently
- Ability to communicate effectively with managers, parents, children, staff and other agencies if required

### **Management Skills:**

1. Ability to manage one's time
2. Ability to be receptive to others ideas and contribution
3. Awareness of Occupational Health & Safety issues

### **Interpersonal Skills**

1. Well developed communication skills;
2. Ability to develop and maintain open and clear communication and relationships with the children, parents and staff members
3. Ability to discuss and resolve any problems encountered on the program;
4. Ability to work within a team environment;
5. Friendly, caring nature;
6. Prepared to show initiative and help organise activities;
7. Punctual and neat appearance.

### **Multiskilling:**

To carry out such duties as are within the limits of the employees' skill, competence and training

### **Qualifications and Experience:**

- Certificate III in Children's Services, Diploma of Child Services or other acceptable qualification
- Current First Aid Level 2 with up to date CPR;
- Current Anaphylaxis Management with up to date EpiPen & AnaPen training;
- Current Asthma Management
- Experience in working with Primary school aged children would be ideal, although not essential;

### **Selection Criteria:**

- Working with Children's Check;
- Current First Aid and Anaphylaxis qualifications (see above);
- Proven experience in the supervision of children and in the planning and implementation of activities. Experience in working on an OSHC program is a definite advantage;
- Knowledge and understanding of the developmental needs of children aged 5-12 years, including those children with special needs;
- Understanding of, and commitment to meet the current Education and Care Services Regulations, National Standards and the Framework for School Aged Care
- Knowledge of the responsibilities of mandatory reporting;
- Demonstrated commitment to Equal Opportunity Employment principles;
- Well-developed interpersonal and communication skills with both children and adults;
- Good leadership, teamwork and organisational skills;
- Ability to commit to program on an on-going process.

### **Employment Guidelines:**

- Ensure that all duties and responsibilities are carried out in accordance with established RNLC policies, procedures and guidelines set out in the RNLC Centre Policy and Procedures Manual.

*The RNLC Policies and Procedures Manual mentioned above can be accessed via the S drive, under Office in Policies and Procedures.*

**It is a requirement of this position and your employment that you read through this document and familiarise yourself with its content.**

Applications: Applications should be addressed to:

**The Manager,  
Rowville Neighborhood Learning Centre Inc.  
PO Box 2193  
Rowville 3178 Vic**

**POSITION DESCRIPTION APPROVED**

Employee: \_\_\_\_\_ Date:

House Manager: \_\_\_\_\_ Date: