

POSITION TITLE	Coordinator School Age Care
LEVEL	CSE Level 5
REPORTS TO	Manager, School Age Care
PROGRAM	School Age Care
POSITION SUMMARY	To undertake duties and provide guidance as necessary to meet the requirements of Quality Assurance.

DUTY STATEMENT

DUTIES

1. Co-ordinate and direct the activities of employees engaged in the implementation and evaluation of developmentally appropriate programs.
2. Give each child individual attention and comfort as required and under direction work with children with particular needs provide support to children with identified needs.
3. Ensure that records are accurately maintained for each child in their care.
4. Develop, implement and evaluate daily care routines.
5. Be responsible to the SAC Manager for the supervision of students on placement.
6. Generally supervise all employees within the service.
7. Demonstrate knowledge of hygienic food handling and equipment in accordance with food safety regulations.
8. Comply with OH&S legislation, policy and procedures to ensure a safe and healthy environment is maintained for both staff and children.
9. Comply with services' policies and procedures and licensing requirements.
10. Contribute through the Manager to the development of the services' policies.
11. Co-ordinate program operations including Occupational Health and Safety, program planning and staff training and development.
12. Be responsive to the needs of families and encourage their involvement in the program.
13. Other duties as directed.

SELECTION CRITERIA

ESSENTIAL

1. Diploma of Children's Services or equivalent Australian recognised course
2. Demonstrated ability to plan, implement and evaluate developmentally appropriate program suitable for school age children
3. Demonstrated ability to work successfully as part of a team to provide leadership to other team members
4. Excellent interpersonal skills
5. First aid certificate or willingness to obtain

DESIRABLE

1. Food Handler's Certificate