

Position Description

Sport and Recreation School-based Trainee

Part-time | Fixed term

Directorate, Branch	Community, Arts and Recreation, Recreation
Reports to	Aquatic Team Leader
Direct reports	Nil
Location	Primarily based at Council's site and alternate locations as operationally necessary.
Classification	Trainee Grade - \$22.35 - \$32.85 Gross per hour + 25% off-the-job-training + 11.5% Super
Position number	2247

Purpose

As a member of the Recreation team, the position's primary purpose is to deliver on the following objective/s:

- Assist with supervision, program or service facilitation and/or customer service of patrons visiting and using venues at QPRC Aquatics.
- To help ensure that the facilities are well maintained, clean and tidy and aesthetically pleasing to all users.
- Assist the Aquatics Program Officer in coordinating QPRC Aquatics programs.

Key Accountabilities

- Maintain satisfactory progress as an external student in a relevant course eligible for a School Based Traineeship that is approved by the Learning and Development.
- Assist with the supervision and education to patrons visiting and using QPRC Aquatics.
- Help ensure that the complex retains maintenance as required.
- Collecting public monies for programs, services and the kiosk and handling associated general enquiries.
- Assist with First Aid for clients when necessary.

- Coordination of workplace health and safety, risk, environmental and quality (HSEQ) objectives and targets.
- Contributing constructively to culture of health and safety within the Council.

Selection Criteria

- Eligibility to enrol in a Sport and Recreation Certificate II.
- Interest in the sport and aquatics industry.
- Good oral and written communication skills.
- Passion to provide high quality customer service.

Desirable Criteria

- Possess the following relevant qualifications or willingness to obtain:
 - Pool Lifeguard - Royal Life Saving Pool Lifeguard Certificate and First Aid Certificate.
 - Swim Teacher - Teacher of Swimming and Water Safety Accreditation licence long with a CPR Statement of Attainment.
 - Working with Children Check (if over 18).

Key Internal Relationships

Who

All QPRC Staff

From staff working in Planning, Development, Administration, Transport and Operations, Engineering, Recreation, Education, Innovation, Projects and Communications.

Key External Relationships

Who

Various External Stakeholders

At Queanbeyan-Palerang Regional Council we work to serve a growing and diverse Community Spreading over 5,500 Square Kilometres.

QPRC Values



**Building a
strong
community**



**Integrity in
every action**



**Respect and
inclusion
for everyone**



**Delivering
outcomes
that matter**

The Ethical Framework for the Government Sector

All government sector employees are required and expected to act ethically and in the public interest. Staff will:

- Recognise the role of the government sector in preserving the public interest, defending public value and adding professional quality and value to the commitments of the Government of the day
- Establish an ethical framework for a merit-based, apolitical and professional government sector that implements the decisions of the Government of the day.

For more information head to www.psc.nsw.gov.au/workplace-culture---diversity/workplace-culture/the-ethical-framework