

POSITION DESCRIPTION



Position	School-Aged Program Coordinator
Level/Classification	HEW0606
Reports to	Sports and Recreation Manager
Unit	Murdoch Active
Directorate	CXO – Experience Office
Positions Supervised	Holiday Program Officers and WIL & Student Volunteers

Position Purpose

This role is responsible for designing and delivering sports, recreation, and community programs within Murdoch Active in line with the Murdoch Active Strategic Plan. The programs are intended to enhance student experience, encourage community engagement, and support sporting activities. These programs will primarily be provided to primary and secondary-aged participants during school holidays and after school hours, encompassing both general participation and sports-specific coaching and education.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

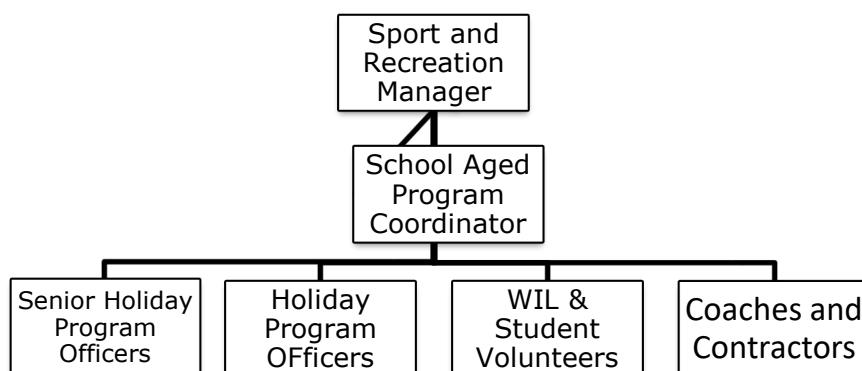
About the Work Area

Murdoch Active provides students, staff and the broader Murdoch University community with opportunities to engage in quality sport and recreation programs, facilities and services to support the development of each individual's health and well-being. Murdoch Active also provides support to the teaching, research and commercial activities of Murdoch University.

The objective of Murdoch Active is to plan and deliver sport and recreation programs that enhance the student experience, provide opportunities for students, staff and the broader community to represent and or engage with the University and to maintain connection with the University.

Murdoch Active delivers its range of programs and services through the Active Gym, Sports and Recreation Hall, indoor and outdoor courts as well as the external playing fields.

Reporting Relationships



Key Responsibilities/Duties

In conjunction with the Sports and Recreation Manager, the School-Aged Program Coordinator duties include the following:

1. Create efficient, inclusive, and sustainable campus programs that support positive experiences. Leverage technology to improve safety, satisfaction, and operations. Maintain a safe environment for all at Murdoch Active.
2. Coordinate with the Manager to recruit, appoint, train, and develop staff for Murdoch Active sport and community programs. Directly supervise a team including Holiday Program Officers and WIL & Student Volunteers.
3. Support the promotion of Murdoch Active at external events such as Open Day, and contribute to the execution of key events specific to Murdoch University.
4. Collaborate with the manager to plan, develop, implement, and coordinate all participation sport and recreation programs, including:
 - School holiday programs

- Out of school programs
- 5. Support financial processes, including the management of monthly invoice payments, external hirers, and contractor arrangements. Prepare comprehensive monthly reports for the Manager detailing program utilisation, income and expenditure, profitability, and outstanding debts within the area of responsibility.
- 6. Assist with the marketing and promotion of sport, fitness, and recreation programs, services, and facilities.
- 7. Establish and maintain effective collaboration with the Murdoch University Guild of Students and other relevant representative or governing bodies.

Undertake other activities which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above.

Selection Criteria

Essential

1. Tertiary qualifications or extensive equivalent qualifications in relevant/associated field.
2. Experience in the supervision of staff, including direct reports, casual staff and volunteers
3. Demonstrated experience in stakeholder and customer relationship management.
4. Skilled in computer use and knowledgeable about their role in sport, recreation, and child supervision.
5. Strong knowledge of occupational safety and health in children's programs.
6. Exceptional verbal communication, interpersonal, and negotiation skills.
7. A willingness to work flexible hours, including some out of hours work.

Desirable

1. Current Driver's License.
2. Tertiary experience; strong understanding of universities or university sports.
3. Proven experience in operating a Jonas Leisure membership database with effective computer skills.
4. Current Senior First Aid Certificate

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Criminal Record Screening procedure.
3. Ability to work outside of normal office hours when required.
4. Current Working with Children Check.
5. Current First Aid Certificate

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.