



## POSITION DESCRIPTION

### POSITION DETAILS

<b>Position Title:</b> Uni Sports for Kids Leader	<b>Position number:</b>
<b>Department/Section:</b> Sport and Recreation Programs	<b>Classification:</b> Casual
<b>Permanent/Contract:</b> Casual	<b>Award/Agreement:</b>
	<b>Termination date (if temporary):</b>

### POSITION OBJECTIVE:

Uni Sports for Kids Leaders are employed to run our Uni Sports for Kids program to children aged 5-12yrs old

### REPORTING RELATIONSHIPS

	Title	Level
<u>This</u> position's supervisor:	Sport and Recreation Officer/Graduate Officer - Programs	2/3
Other positions reporting to <u>that</u> supervisor:	30 Casuals	
<u>This</u> position's direct subordinates		
No. of position under control (not reporting directly to this position)	N/A	

### UWA Sport and Recreation Association Mission Statement

- To provide high quality Recreation and Sport opportunities and experiences at UWA through membership and participation.

### The aims of the Association are:

- To provide and manage sport, fitness and recreation programs, services and facilities required to meet the needs of the University community.
- To promote amateur sporting and physical recreation amongst members as an essential feature of University life; and
- For that purpose, to encourage and assist in the formation amongst members of sporting and physical recreation clubs and to support and coordinate the activities of clubs so formed.

**CONTEXT AND SCOPE**

Role of Section or Unit:

To deliver a range of activities to children participating in the Uni Sports for Kids program

Major accountabilities:

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**SUMMARY OF TASKS/DUTIES:**

No.	Statement	%
1.	Organise and run activities in varying sports for participants	90%
2.	Assist with registering children	5%
3.	Setting up and packing away equipment	2.5%
4.	Supervision of groups at morning tea and lunch times	2.5%

**DETAILS OF TASK AND DUTIES**

- Assist with the implementation of the Uni Sport for Kids program**
- Assist with the registering of children on a daily basis to the program
  - Organise and implement group activities for children
  - Lead a group of 10-15 children in a variety of different activities (Sport, Art n Craft, Tours, Videos etc)
  - Supervise children during breaks
  - Ensuring workplace is tidy
  - Setting up and packing away of equipment

**SELECTION CRITERIA:**

- Essential:**
- Relevant degree, or progress towards, in Sport and Recreation, Human Movement or Education.
  - First Aid Certificate
  - Knowledge of the Sport and Recreation Industry
  - Experience in the delivery of Sport and Recreation programs to children aged 5-12yrs
  - Effective organizational skills.
  - Effective verbal communication and customer service skills.
  - Ability to demonstrate initiative and flexibility.

**CERTIFICATION:**

We have carefully reviewed this Position Description and are satisfied that it fully and accurately describes the requirements of the position.

Certified by: \_\_\_\_\_  
Insert Name

Date:

**Occupant:**

\_\_\_\_\_

Insert Name

Date:

**Operation Centre  
Head or nominee**

**Executive Director  
(or nominee)**

<b>Position reviewed: classification ok/ reclassified</b>	
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