



**Northern Beaches Interchange
Position Description**

Position Title: Recreation Team Leader	Division: Core Services	
Reports To: Program Coordinator	Indirect Reports: Recreation Workers Volunteers	
Primary Objective:		
<p>This position is responsible for initiating, planning, implementing, and leading recreation activities for groups of young people with disabilities. Key objectives of the Recreation Team Leader role within Northern Beaches Interchange (NBI) include to;</p> <ol style="list-style-type: none"> I. Plan recreation activity programs; II. Direct and supervise recreation staff and volunteers during activity delivery; III. Maintain appropriate consumer activity records including updating the NBI service database and the relevant program day book; and IV. Liaise with program participants, their families and volunteers in delivering and evaluating NBI recreational activities. 		
Position Dimension and Decision Making Authority:	Key Communication Contacts:	
<p>Without referral to the Program Coordinator:</p> <ul style="list-style-type: none"> • Activity delivery • Routine consumer family enquiries • Volunteer rostering <p>After Consultation with the Program Coordinator:</p> <ul style="list-style-type: none"> • Program development • Staff rostering • Complex consumer family enquiries 	Contact/Organisation	Purpose/Frequency of Contact
	Program Coordinator:	Daily: Accountable for all position deliverables.
	Indirect Reports:	<i>Daily:</i> To provide leadership and direction.
	NBI Staff :	<i>Daily:</i> To share key information to allow the effective coordination of organisation wide activities and functions.
	NBI Consumers:	<i>Daily:</i> To develop and deliver programs and activities which meet consumer needs.



Referred to the Program Coordinator: <ul style="list-style-type: none"> • Activity expenditure • Budget setting • Staff and volunteer recruitment efforts 	Consumer families and Carers:	<i>Daily:</i> To provide advice on consumer experiences with recreational activities and to obtain information about individual participant needs.
	External Service Providers/Good Suppliers:	<i>As Required:</i> To source goods and services required for NBI activities.

Key Accountabilities:		
Key Result Area	Major Activities	Performance Measures:
1. Program Development and Service Delivery	<ul style="list-style-type: none"> • Plan a range of recreational activities designed to achieve the objectives of NBI community and centre based recreation programs. • Research and obtain required resourcing to safety and effectively deliver NBI recreation activities. • Prepare, lead and structure individual NBI recreational activities, ensuring each consumer can effectively participate in the planned activities. • Direct and supervise recreation and respite staff and volunteers during activity delivery to ensure NBI guidelines and standards are consistently maintained. • Ensure the safety of consumers and staff participating in recreational activities by implementing appropriate risk aversion and control strategies. • Allocate and confirm consumer activity choices to ensure appropriate activity resourcing are available. • Provide assistance to Program Coordinators in volunteer training workshops to ensure all NBI volunteers can effectively and safely provide assistance in recreation activity delivery. • Organise and maintain equipment and materials needed to deliver recreational activities to ensure good working order of such items is maintained. 	<ul style="list-style-type: none"> • Quality of programs developed • Consumer and family feedback • Activity budget achievement



2. Assessment	<ul style="list-style-type: none"> • Provide assistance to the Program Coordinators in the assessment of consumer and family needs within an NBI program to ensure appropriate recreation activities can be allocated. 	<ul style="list-style-type: none"> • Program Coordinator feedback
3. Administration	<ul style="list-style-type: none"> • Develop and write regular activity newsletters, program outlines and confirmation forms to promote and document NBI recreational activities and consumer participation. • Maintain appropriate consumer activity records including updating the NBI service database and the relevant program day book. • Organise required activity costings, payments and petty cash to ensure the effective delivery of NBI recreational activities within planned expenditure and provide appropriate records. • Maintain NBI resource and promotional material to provide to consumer families, the community and partner agencies. 	<ul style="list-style-type: none"> • Timeliness, quality and accuracy of administration outputs • Newsletters developed and distributed to stakeholders within established timeframes
4. Liaison	<ul style="list-style-type: none"> • Liaise with program participants, their families and volunteers in delivering and evaluating NBI recreational activities. • Promote NBI programs to activity providers to ensure robust working relationships are developed and maintained. • Represent NBI as appropriate at network groups and service provider meetings to promote the work of the organisation. 	<ul style="list-style-type: none"> • Consumer and family feedback • Program Coordinator feedback
5. Internal Communication and Information Sharing	<ul style="list-style-type: none"> • Provide information and advice on key team matters to relevant personnel to ensure the activities of each program can be coordinated to enhance the effectiveness of the organisation. 	<ul style="list-style-type: none"> • Program Coordinator feedback • Feedback from peers
6. Teamwork and Collaboration	<ul style="list-style-type: none"> • Effectively collaborate with team members to ensure that the Core Services function is operating effectively and efficiently, while maintaining a harmonious team environment. • Ensure own compliance with relevant OH&S legislation and that any issues are identified and actioned in line NBI policy. • Assist in the training of team members • Attend training and staff development activities to ensure sound and contemporary approaches to care are offered to NBI 	<ul style="list-style-type: none"> • Program Coordinator feedback • Feedback from peers

Recreation Team Leader

Approved By: Chief Executive Officer

Date of Issue: January 2010

Page 3 of 4



	consumers and their families	
7. Policy and procedure	<ul style="list-style-type: none"> Comply with Core Services and overall organisational policies to ensure that the Core Services function is demonstrating consistent practices that are in line with strategic objectives. 	<ul style="list-style-type: none"> Observation of compliance with policies and procedures Feedback from stakeholders
Key Challenges:		Person Specification:
<ul style="list-style-type: none"> Overseeing and leading the operational delivery of a diverse range of recreational activities for young people with a disability Ensuring the health, safety and wellbeing of consumers and staff participating in recreational activities 		<p>Qualifications and Experience:</p> <ul style="list-style-type: none"> Tertiary/Diploma level qualifications (or working towards a qualification) in recreation, disability, education or relevant area An understanding of the needs including recreation and social needs of young people with a disability and their families Experience working within areas relating to recreation, disability and/or education_NSW Drivers Licence (LR Drivers Licence desirable) Senior First Aid Certificate Ability to receive clearance to work with children and young people from the relevant government body (<i>NSW Commission for Children and Young People</i>) Demonstrated experience leading a team Intermediate Microsoft Office skills <p>Core Competencies and Personal Attributes:</p> <ul style="list-style-type: none"> A commitment to the rights of people with a disability Sound_level interpersonal and communication (written and verbal) skills Superior time management and organisational skills Ability to build effective working relationships with a variety of internal and external stakeholders