



Position Details

Position title:	Middle Years' Adventure Playground Worker
Award Classification:	Band 3
Department:	Family, Youth and Children
Division:	Community Wellbeing and Inclusion
Date Approved:	September 2024
Approved By:	Manager Family, Youth and Children

Organisational Relationships:

Reports To:	Middle Years Team Leader
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants, and Contractors.

Position Objectives

The Adventure Playground Worker role, as part of the Middle Years team, will assist in providing a safe, creative, and stimulating recreation environment for young people. This role involves working with diverse community groups in a recreation and engagement-based setting and hosting activities for children.

- Being an active and visible presence at the programs and providing a positive experience primarily (but not limited to) local children and families.
- Provide supervision and operations of the programs.
- Proactive engagement of children in a way that motivates, encourages, and supports their physical, social, and emotional development.
- Program planning and the implementation of activities, programs, and opportunities for activities that support and enhance children, youth development, and social wellbeing.
- Implement industry-best practices in our youth programs. Actively model positive behaviour and foster a sense of civic responsibility among families and children participating in our services. Prioritize the safety and well-being of all young people, safeguarding their rights to privacy, dignity, and confidentiality.



Key Responsibilities and Duties

Direct Service Delivery

- Provide proactive engagement of children who attend the service.
- Assist in capacity building, civic participation and the innovation of programs and services for children and youth within the Middle Years and Youth Service Team
- Engage and assist users of council services - utilising excellent customer service to ensure positive interactions and outcomes for community.

Participant Engagement

- Proactive and constructive engagement of children and youth using a strengths-based approach.
- Design and implement activities, programs, and opportunities that meet the diverse needs and interests of children and youth at the service that is based on youth participation approaches.
- Actively promote and strengthen a sense of community by providing opportunities for social interaction for parents and young persons.

Administrative Duties

- Report any Incident or Hazard using the Council's OHS Reporting system.
- Document concerns as/if required to Supervisor or relevant authority/agency/support worker.
- Attend all relevant team meetings, and professional development training days as required.
- Utilise staff email and the Communication Tools (Teams or the like)
- Undertake mandatory staff, OH&S and Child Safe Standards professional development. Adhering to Child Safe Standards at all times.
- Contribute to the continuous improvement of programs and evaluation process, including the collection of data, reporting, effective communications, and advocacy opportunities.
- Adherence to the Employee Code of Conduct

Accountability and Extent of Authority

- Responsible for personal conduct in relation to all users of the programs, parents and other members of the general community, other Council staff and members of other organisations.
- Independently and in collaboration with the Team Leader or other staff, oversee all aspects of service participation and facilities to ensure the



successful operation of the program or service.

- Maintain a professional code of ethics in line with the quality assurance requirements to ensure the City of Port Phillip operations complies with the Children, Youth and Family Act 2005 and Child Wellbeing and Safety Act 2005 and other relevant legislation.
- Work in accordance with the Victorian Child Safe Standards, to ensure that the service has clear strategies in place to protect children and youth from harm. Understand mandatory reporting requirements and be able to make such reports as needed.
- Take reasonable steps to maintain the privacy and confidentiality of children, youth and families that attend the service or programs.

Judgement and Decision Making

- Make decisions with respect to conflict resolution, crisis intervention or behaviour modification. If possible, the Worker will make these decisions in consultation with the Team Leader or Support/Lead Worker as practicable.
- Adhere to all relevant policies and procedures and respond sensitively to the unique needs of each child, youth, and family.

Specialist Skills and Knowledge

- This position will directly contribute to the delivery of relevant Council Plans.
- Knowledge and experience engaging and supporting children and young people particularly those from various cultural and socioeconomic backgrounds.
- Understanding of child development and issues for socially disadvantaged children and young people.
- Skills in planning and organising a variety of activities for children and young people that responds to identified needs and interests.
- Experience working with children and youth in a recreation setting and understanding of OH&S and Risk Assessment procedures.
- Self-motivated, creative, and energetic
- A collaborative approach to service delivery and outcomes.

Management Skills

- Ability to manage own time, plan and organise own work and resources.
- Assist other employees by providing guidance, advice, and training on routine technical, procedural, or administrative matters.



Interpersonal Skills

- Well-developed interpersonal and communication skills and ability to build rapport and develop trusting relationships with children, youth, and families.
- Ability to relate effectively and in a non-discriminatory manner with a diverse range of people from different cultural backgrounds and abilities.
- Ability to lead and supervise large groups of children and youth.
- Conflict management skills and the ability to diffuse potential incidents and effectively manage sensitive issues such as - conflict and aggressive behaviour from a young person.

Qualifications and Experience

- A qualification/certificate (or completing) in either teaching, youth work, social work, or community development.
- Experience working with children and young people with diverse needs and from diverse backgrounds.
- Food Handling Certificate (desirable)

Mandatory Requirements

- A current Police Check and Working with Children Check
- Current Level 2 First Aid Certificate

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding, and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.



Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

1. Holds a relevant qualification in recreation, teaching, youth work/engagement, social work, or community development, or similar/equivalent and/or experience working specifically with children and young people (or close to completing).
2. Demonstrated experience working with young people and knowledge of how to proactively engage and support young people in a way that motivates, encourages, and supports their physical and social development.
3. Knowledge of issues facing children and young people, especially those from disadvantaged backgrounds and understanding of children's developmental stages with community engagement and development principles.
4. Ability to program and event plan and deliver activities and programs that enhance children and young peoples' development, resilience, community participation.
5. Experienced team player with good verbal and written communication skills.
6. Availability/flexibility to work varied locations and shifts; mornings, weekdays, evenings, and weekends; and school holidays daytime hours (depending on roster need).



City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.