



The Oxley Kids Bizz Outside School Hours Care Program is looking to employ a fun, caring and motivated Casual Assistant Coordinator for the Holiday Program which may also lead to part time hours in both afterschool care and future holiday programs. Applicants must hold or be enrolled in and studying for a diploma level qualification that has been approved for working with children in school age care in Victoria. This may include a teaching qualification. There are a variety of qualifications that are approved for this role, please check the link to see if your studies qualify with in Victoria: <https://www.acecqa.gov.au/qualifications/nqf-approved>

Position Objective:

- To work cooperatively and professionally as a member of a team to provide a high-quality program for all children in the service.
- To assist the coordinator and other assistant coordinators with the efficient and effective operation of the program.

Responsibilities and Duties:

- To have fun and be caring to all children families and staff within our service.
- To be aware of and implement the policies and procedures of the program.
- To work within the legislated guidelines of the Education and Care Services Regulations, National Quality Standards and the My Time, Our Place Framework.
- To fill in for the coordinator or other Assistant Coordinators when needed.
- To be familiar with the daily operation of the program
- To contribute to the documentation of children's learning through observations and records.
- To assist all children
- To direct, assist and comfort children when necessary.
- To treat all children as individuals and with respect.
- To work as a member of a cooperative and professional team.
- To communicate with the coordinator in a prompt manner.
- To develop good relationships and effective communication with families.
- To deal with parent complaints and/or direct them to the coordinator.

Essential Requirements:

- This role will start in December for training.
- Holiday program will be running from 10th January – 21st January with shifts offered every day during this period, with a minimum of 20 hours per week.
- To be considered for this position, you must:
 - Be working towards or have completed a Diploma level ACECQA approved qualification or higher
 - Hold an Employee Victorian Working with Children's Check
 - Have (or be willing to obtain) HLTAID012 First Aid Qualifications (including valid CPR Anaphylaxis and asthma training)
 - Have (or be willing to obtain) Mandatory reporting Module

Send your Resume and supporting documents to:

OSHC CO-ORDINATOR

1050 Wangaratta/Whitfield Rd, Oxley Vic 3678

Or via Email to: oshc.oxley.ps@education.vic.gov.au