OSHLSP Coordinator Position Description Template

This document is provided for general guidance only. Organisations should use the template provided as a reference and should alter the information in the context of their own organisation or program.

OSHLSP Coordinator Position Description template

Program Coordinator
[Program name]
[Organisation name]

Overview

In this section you can provide information about your organisation, such as mission statement and goals. For example:

> The [name of organisation] provides education support, food relief and other general support to young people and their families in the North Melbourne and surrounding areas. Our assistance is targeted, compassionate, and delivered through strength-based, community collaboration.

Write a brief summary of your OSHLSP, including information such as target audience, location, and aims of the program. For example:

> The [name of program] provides learning support to [targeted student population] from refugee and migrant backgrounds. The program assists in developing young people's confidence and helping them become more socially and academically engaged in their education. In particular, the program focuses on literacy, numeracy, homework support and study skills for EAL students.

Purpose of Role

Briefly outline the main elements of the coordinators role. For example:

> The coordinator is responsible for the planning, operation and evaluation of the (name of program).They will recruit, screen, induct and supervise volunteers, oversee the delivery of the program and conduct monitoring and evaluation processes.

Do you have further questions? We're here to help at: learningbeyondthebell@cmy.net.au **or call (03) 9340 3700**

OSHLSP Coordinator Position Description Template

Key Accountabilities

This section will breakdown the key tasks for each of the main areas of coordination and management. Examples can be seen below:

Program Coordination

- Establish and maintain relationships with key stakeholders, e.g. local schools, students, parents, volunteers, community leaders, local agencies
- Set up and maintenance of program venue
- Prepare resources and learning activities for students
- Record student and volunteer attendance
- Conduct regular monitoring and evaluation activities and provide reports each term
- Undertake program risk assessments
- Promotion of program
- Budgeting and managing program expenses
- Be responsible for implementing child safety procedures, monitoring child safety in the program and escalating child safety issues according to organisational policies and procedures

Student Management

- Recruitment of students
- Develop positive relationships with students and families
- Facilitate a welcoming, fun and safe environment for students
- Monitor the progress of each student and ensure they are actively engaged in learning activities
- Maintain student enrolment records, attendance and consent forms
- Promoting positive student behaviors during program sessions

Volunteer Management

- Advertise, screen, select and induct volunteers
- Ensure all volunteers have current Working with Children Checks & Police Checks and abide by the program's Code of Conduct
- Provide regular training opportunities for volunteers
- Match volunteers and students according to skills, abilities and student comfort
- Provide support and supervision to volunteers as required

Legal and ethical compliance

- Ensure a safe environment and compliance with policies and procedures in addition to legal and legislative requirements, including but not limited to Equal Opportunity, Occupational Health & Safety, Privacy and Child Safety legislation

The next three sections outline selection criteria and important conditions and requirements of the role. Remember to adapt these sections to include specific organisational requirements, and the distinct skills or experience needed in your program.

Key Selection Criteria

- Qualifications in a relevant discipline, including education, social work, community development, social science or significant experience in a similar role
- Knowledge of the Victorian education system and teaching strategies for EAL students
- Experience working with young people from refugee and migrant backgrounds and an understanding of issues affecting newly arrived young people
- High level communication, interpersonal and stakeholder relationship skills
- Ability to work independently and lead a team of volunteers
- Ability to use own initiative and come up with program ideas and activities in response to children's needs
- Strong organisational and time management skills, including setting priorities and working within deadlines
- Knowledge and commitment to Victoria's Child Safe Standards
- A valid Working with Children Check and National Police Check

Conditions of the role

- This is a ___ month part-time position, with potential to extend
- Casual rate according to SCHADS Level 5 [$... per hour] plus superannuation
- ___ hours per week [day and time required] at [venue/location] with remaining hours to be worked on site at [office/location] or from home

Do you have further questions? We're here to help at: learningbeyondthebell@cmy.net.au **or call (03) 9340 3700**

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

Additional Information

- [Name of organisation] takes Child Safety seriously and short listed candidates are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process. These include but are not limited to National Police Check, Working with Children Check, and child safety focused referee checks.
- [Name of organisation] is an Equal Opportunity Employer.
- In the context of Occupational Health and Safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

I have read, understood and approve the above position description:

Manager Name ……………………..

Manager Signature…………………..

Date……../………/……….

I have read, understood and accept the above position description:

Employee Name ……………………..

Employee Signature…………………..

Date……../………/……….