



# **APPLICATION PACKAGE**

**YOUTH CENTRE ASSISTANT - CASUAL**



## **Youth Centre Assistant - Casual**

The Shire of Boddington is a values driven organisation proud to be serving our community with a diverse range of services. The Shire is seeking suitably experienced and motivated individual to join our Community and Economic Development team. You will need the ability to communicate and relate to young people attending the Centre and be able to engage with the young people during the program delivery. Previous experience working with young people is not necessary however would be desirable.

### **Responsibilities of the role include:**

- Support the efficient and effective daily operations of the Boddington Youth Centre.
- Assist with implementation and planning of projects and programs.
- Engage effectively with young people who are utilising the Boddington Youth Centre and/or participating in projects and programs, with a focus on building rapport.

An hourly rate of \$27.37 is on offer, inclusive of allowances.

To apply for this role, applicants should provide a cover letter outlining relevant experience, a resume including details of previous experience, and a response to the selection criteria.

For any further queries about the role, please contact Sam Kempton, Coordinator Community and Economic Development on 9883 4999. For further information about the application process, contact Deb Lang on 9883 4999 or [hr@boddington.wa.gov.au](mailto:hr@boddington.wa.gov.au).

Applications are open until the Shire receives a suitable pool of candidates. This means the applications will close without notice. If you are interested in this position, we recommend you apply as soon as possible.

## **BODDINGTON PROFILE**

Nestled on the banks of the Hotham River is the township of Boddington. Located within easy reach of the metropolitan area, the Boddington Shire boasts rural living at its best with essential services close at hand.

A relatively young town, Boddington was originally gazetted in 1912. The name Boddington comes from Henry Boddington a shepherd who grazed his sheep on the banks of the Hotham River in the late 1800's. European settlers first came to the district in the early 1860's. The district had several localities, Marradong, Crossman, Hotham, Camballing, Lower Williams and Quindanning. Many of the early settlers set up their farming operations in these locations and built communities around their farms.

The region was originally home to the Noongar people who used the area seasonally for food and water as well as quarrying stone and ochre mining. Many of the Aboriginal people worked in the agricultural industry after the settlers came, providing labouring and shearing services.

In addition to farming, the town had a number of key industries including timber, which led to the construction of a railway line from Dwellingup to Boddington and then on to Narrogin that was used to cart the timber to local sawmills. The town also had a Tannin Extracts Factory, which provided employment into the 1960s. The town's main industries now are agriculture and mining, with gold being the main mineral produced.

Boddington has been recognised as an ideal location for hobby farms and retirees. Orchards (nectarines, peaches, apples, olives), vineyards, Bluegum plantations, marron farming, donkey breeding, lavender farming and Protea trees are some of the diverse industries introduced into Boddington over the past two decades.

Boddington offers residents all the essential services they need to enjoy a more relaxed way of life without sacrificing on convenience. With an established school, shops and recreational facilities, Boddington really is the best of both worlds.



## **INFORMATION AND STATISTICS**

### **COUNCIL**

Shire President: Garry Ventris  
Deputy Shire President: Eugene Smalberger  
Councillors: Coert Erasmus  
Earl Schreiber  
Ian Webster  
Lee Lewis  
Andrew Ryley

Office: 39 Bannister Road  
Boddington WA 6390  
Email: [shire@boddington.wa.gov.au](mailto:shire@boddington.wa.gov.au)  
Website: [www.boddington.wa.gov.au](http://www.boddington.wa.gov.au)  
Telephone: (08) 9883 4999

### **SHIRE STATISTICS**

Population: 1,844 (2016 Census)  
Area: 1,900km<sup>2</sup>  
Distance from Perth: 123km  
Length of Roads: 113km sealed, 141km unsealed

Local Industries: Bauxite and gold mining, sheep, cattle, cereal crops, timber, pine and blue gum plantations.

Number of Electors: 974  
Number of Dwellings: 828  
Number of Employees: 42

Suburbs & Localities: Boddington, Crossman, Marradong, Quindanning, Ranford

Council Meetings: 5:30pm on the third Thursday of each month

## **INFORMATION FOR APPLICANTS**

Applicants, who demonstrate that they meet the requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview. To enable a valid assessment of your application, it must include the following information.

### **1. Covering Letter**

A covering letter introducing yourself and explaining why you are applying for this position.

### **2. Selection Criteria Responses**

This is the most important part of your application. To be eligible for consideration, an applicant must meet all essential selection criteria as part of the shortlisting process. Although there is no specific requirement in the formatting of responses, all selection criteria must be addressed. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your suitability for the position.

### **3. Resume (Curriculum Vitae)**

### **4. Other Documents (optional)**

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. The Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

### **5. Referees**

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

### **6. Contact Details**

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.



## Position Description

**1. TITLE:**

Youth Centre Assistant

**2. DEPARTMENT:**

Community and Economic Development

**3. CORE FUNCTIONS:**

Support the effective and efficient operations of the Boddington Youth Centre including the delivery of projects and programs to actively engage young people, and maintaining a clean and organised facility.

**4. SALARY & CONDITIONS:**

Salary and conditions as per the Local Government Officers (WA) Award 2011

**5. ORGANISATIONAL RELATIONSHIP:**

Responsible to:

Internal:

Coordinator Community and Economic Development

External:

Boddington Youth Centre members

Parents, guardians and caregivers

**6. KEY RESPONSIBILITIES AND DUTIES:**

General

- Support the efficient and effective daily operations of the Boddington Youth Centre.
- Assist with implementation and planning of projects and programs at the Boddington Youth Centre.
- Engage effectively with young people who are utilising the Boddington Youth Centre and/or participating in projects and programs, with a focus on building rapport with young people.
- Maintain relevant boundaries, reinforcing a facilitative relationship with young people and other service providers.

- Ensure the building, surrounds and facilities are kept clean to a satisfactory standard.
- Assist with the preparation of food for young people and related cleaning duties.
- Assist with projects, programs and other duties as requested by the Coordinator Community and Economic Development which are in line with the position's responsibilities.
- Undertake administration processes including use of IT systems as directed.
- Establish effective working relationships with all team members and apply sound communication skills to resolve issues.
- Follow risk management guidelines and promote safety within all activities.

## **7. SELECTION CRITERIA:**

### **Essential**

- Current Working With Children Check or ability to obtain
- Demonstrated understanding of the role in engaging young people in a community setting
- Ability to communicate and relate with young people from a variety of backgrounds
- Ability to work well in a team environment, including communicating effectively with others

### **Desirable**

- Previous experience working with young people
- First Aid certificate
- Hold a current "C" class motor vehicle license
- Working knowledge of the local community and region