



YOUTH CENTRE ASSISTANT

Casual Opportunity

The Shire of Boddington is proud to be serving our community as a values driven organisation, with a diverse range of services. It is in servicing this great community that the Shire is seeking a suitably experienced and motivated individual to join our Community and Economic Development team as a Youth Centre Assistant.

As a Youth Centre Assistant, you will need the ability to communicate and relate to young people attending the Youth Centre and engage with them throughout the program delivery. Previous experience working with young people is not necessary however would be favourably regarded.

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

You will also have a positive, honest, collaborative attitude, an interest in working with young people with a view to provide enriching experiences, and be able to work with limited supervision.

This role attracts an hourly rate of \$28.12 (inclusive of loading) plus 10.5% superannuation.

The successful candidate will be required to provide a satisfactory National Police Clearance (dated within the last 3 months) and have a valid and current C Class Driver's License.

Should you be our preferred candidate, you will be rewarded with a fantastic opportunity for work/life balance. This position is for 7 hours per week during the school term and up to 24 hours per week during the school holidays. You will also need the flexibility to work additional hours relevant to the needs of the role.

To apply for this role, please refer to the **Application Package** on the Shire of Boddington website. Applicants are requested to provide their resume and a cover letter outlining their relevant experience (not more than two pages).

For further information regarding this role, please contact Sam Kempton, Coordinator Community & Economic Development on 9883 4999. For queries regarding the application process, please contact Lauren Portman on lauren.portman@boddington.wa.gov.au.

Applications will remain open until a suitable pool of candidates is received and may close without notice. We therefore encourage you apply as soon as possible.

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people without regard to race, gender, ethnicity, disability, age, religion or sexual orientation.

SHIRE OF BODDINGTON AT A GLANCE

Located in the Gnaala Karla Boodja region and sitting on the banks of the picturesque Hotham River, Boddington is flowing with natural beauty. With warm and welcoming, rustic country charm, affordable housing and local employment prospects, it may be one of Western Australia's best kept secrets.

Less than 1.5 hours from Perth, the Shire of Boddington covers 1,900 square kilometres and takes in the locations of Boddington, Ranford, Marradong, Crossman and Quindanning. Five main rivers flow through the Shire of Boddington, and over 40 percent of the area is state forest, making it an ideal destination for hiking, cycling, canoeing, stand-up paddle boarding, horse-riding, birdwatching and viewing wildflowers.

Boddington Lions Rodeo, the largest rodeo event in Western Australia, draws large numbers of visitors each year. Other attractions include Boddington Medieval Fayre & Feast, South32 Summer by the River, Boddington Country Muster, Quindanning Picnic Race Day, Field of Quilts and the historic Quindanning Tavern. Boddington boasts numerous sculptures and public art installations. Many are the creations of Len Zuks, an acclaimed international artist, and local resident.

The traditional custodians of the land are the Gnaala Karla Boodja people, who used the area seasonally for food and water as well as quarrying stone and mining ochre. The area was settled gradually by farmers from the 1860s and became well known for its wool and wheat production. Boddington was named after a local shepherd, Henry Boddington, and gazetted in 1912 when the railway line arrived in the district to service the local timber industry.

Today, the main industry is mining, followed by agriculture. Mining employs 44 percent of the local workforce. There are two major mining operations in the area, being Newmont Boddington Gold, one of Australia's largest producing gold mines, and the South 32 bauxite mine. Agriculture employs six percent of the local workforce. The main agricultural industries are sheep farming, jarrah forest harvesting, blue gum and pine plantations and orchards. Viticulture and gourmet foods also contribute to the local economy.

As at the 2021 census, there were 1,705 residents. Around 2,000 additional people drive in and drive out weekly to live at the Newmont Boddington Gold mining camp. While it is expected that the future population will be impacted by Newmont's life of mine, broadly identified as 2032, there is a climate of opportunity and optimism with the Boddington SuperTown Growth Plan setting a vision for the Shire to grow to 4,500 people by 2051.

Boddington is well serviced with a local hospital, medical centre, childcare facility, local school catering from Kindergarten to Year 10, an established arts centre, and various sports and recreation facilities. Hotham Park provides locals and visitors with an opportunity to enjoy an amazing adventure playground, complete with nature play areas, an outdoor gym, half basketball, skate park, pump track, BBQ facilities, and a riverside cafe. It is the perfect location for active families to play and exercise together.

SHIRE OF BODDINGTON INFORMATION

SHIRE OFFICE

Office: 39 Bannister Road,
Boddington WA 6390

Email: shire@boddington.wa.gov.au

Website: www.boddington.wa.gov.au

Telephone: (08) 9883 4999

COUNCIL

Shire President: Garry Ventris

Deputy Shire President: Eugene Smalberger

Councillors: Coert Erasmus
Earl Schreiber
Ian Webster
Lee Lewis
Andrew Ryley

Council Meetings are held on the 4th Thursday of each month at 5.30pm

SHIRE STATISTICS

Population: 1,705 (2021 Census)

Area: 1,900km²

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: 832

Number of Employees: 42

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

REMUNERATION DETAILS

1. REMUNERATION

Hourly rate of \$28.12 (inclusive of loading)

2. EMPLOYMENT BASIS

Casual

3. HOURS OF WORK

Seven (7) hours per week during the school term and up to twenty-four (24) hours per week during the school holidays. Additional hours to be worked relevant to the needs of the role.

4. SUPERANNUATION

- a) Superannuation Guarantee 10.5%
- b) Matching up to an additional 6%

5. OTHER REQUIREMENTS

- Provision of satisfactory National Police Clearance (issued within the last three months)
- Provision of current and valid Working With Children check
- Provision of Employee Medical Declaration prior to commencement

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.

Covering Letter

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

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.

Resume (Curriculum Vitae)

Your resume should contain the following information:

- personal details – e-mail address, name, postal address, contact telephone number/s;
- summary of work experience including dates and details of tasks performed in each position, commencing with the most recent;
- education and training relevant to the position, including photocopies of relevant formal qualifications;
- any activities you have undertaken outside of work which are relevant to your application; and
- details of at least two referees who can provide comments on your work performance

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.

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.

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 & Economic Development

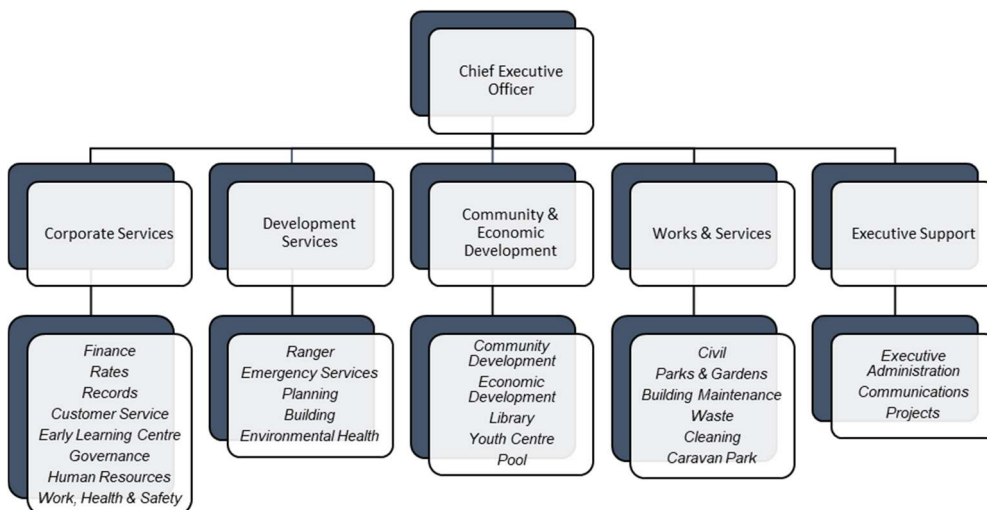
3. SALARY AND CONDITIONS

Salary and Conditions as per the Local Government Officers (WA) Award 2021

4. ORGANISATION RELATIONSHIPS

Responsible To Coordinator, Community & Economic Development
Internal Liaison Colleagues
External Liaison Local Residents; Local Organisations

5. BUSINESS UNIT STRUCTURE



6. KEY RESPONSIBILITIES

- 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 all parties.
- 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. GENERAL RESPONSIBILITIES

- Comply with the Shire's Occupational Safety and Health Policy and Procedures and Work Injury Management Program including hazard and incident reporting
- Actively participate in the Shire's risk management program, performance review and continuous improvement program
- Promote a harmonious working environment respecting all others and conform with duty of care requirements, by ensuring safety of self and of others through the prevention of any adverse acts or omissions
- Use, store and maintain items, equipment and facilities provided as properly instructed and not willfully interfere with or misuse items or facilities provided in the interests on safety and health
- Contribute to the attainment and development of relevant Corporate and departmental goals and objectives
- Cooperate with the employer in the carrying out of their safety and health obligations under relevant Acts and Legislation

8. EXTENT OF AUTHORITY

This position operates under the general direction of the Coordinator, Community & Economic Development within established guidelines, policies and procedures of Council.

9. SELECTION CRITERIA

- 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
- Excellent interpersonal and communication skills
- Demonstrated ability to deal with difficult customers and situations
- Demonstrated ability to utilise own initiative and work independently
- Demonstrated ability to work collaboratively as part of a team

Desirable

- First Aid certificate
- Previous experience working with young people
- Working knowledge of the local community and region
- Awareness of community development principles

Employment Prerequisite

- Provision of satisfactory National Police Clearance (issued within the last three months)
- Provision of current and valid Working With Children check
- Provision of Employee Medical Declaration prior to commencement