



We build strong PEOPLE  
strong FAMILIES strong COMMUNITIES

## YMCA SYDNEY

### POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Outside School Hours Care (OSHC) Assistant
<b>REPORTS TO:</b>	Jacqui Barnat
<b>ORGANISATIONAL LEVEL:</b>	Centre Based
<b>LOCATION:</b>	Caringbah
<b>EMPLOYMENT STATUS:</b>	Casual

#### 1. Organisational Context

##### About the YMCA

The YMCA is Australia's premier community services organisation. The YMCA is a not for profit charity governed by a voluntary Board of Directors. Community based, we work collaboratively with government, other non-profit groups and partners to provide a range of programs and services to build strong people, strong families and strong communities.

##### Our Values

The YMCA's operations are governed by four key values:

- Honesty:* Honesty means integrity, trustworthiness, and fairness.  
*Respect:* Respect means acceptance, empathy, self respect, tolerance.  
*Caring:* Caring means compassion, forgiveness, generosity, and kindness.  
*Responsibility:* Responsibility means commitment, courage and service.

#### 2. Position Summary

The first and primary measure of the success as an OSHC Assistant will be to assist the Co-ordinator with the overall quality of the management and administration of the operations of the OSHC Service.

You will work with the Co-ordinator to ensure the service's philosophy, policies and procedures are implemented, and OSHC National Standards are met as minimum operational standards for the OSHC service.

Areas of responsibility include delivery of quality care, administration, planning and evaluation of the service, marketing and liaison and Occupational Health, Safety and Welfare.

Suggestions /comments from all stakeholders should be welcomed and acted upon.



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### **3. Duties & Responsibilities**

#### Delivery of quality Outside School Hours Care

The prime role of the OSHC Assistant is to assist the Co-ordinator to oversee the development, implementation and evaluation of the daily routines and programs ensuring that:

- The safety, security and well-being of the children is protected.
- The service attains and maintains OSHC Quality Assurance accreditation.
- Appropriate service policies and procedures are in place and followed.
- The program reflects the multi-cultural diversity of the community.
- Confidentiality is respected and maintained.
- Food of appropriate nutritional value and variety is provided and food preparation and storage and hygiene standards are observed.
- Ensure that YMCA communication procedures are followed.

#### Administration

- Assist the Co-ordinator to supervise the daily functions of the service, including but not limited to
  - Purchase & Maintenance of materials and equipment.
  - Food purchasing and preparation.
  - Provision of information to families about their children when requested or appropriate.
  - Bookings and cancellations.
  - Monitoring waiting lists.
  - Handling petty cash.
  - Preparing and paying invoices (where applicable).
  - Issuing accounts to the families.
  - Monitoring expired accounts and collecting outstanding debts
  - Implementation of Child Care Benefit (CCB).
  - Completing state and federal census forms, surveys and required Information (when required).
  - Ensure that reports are tabled for the Children's Service Manager at each meeting.

#### Planning and evaluation

- Assist the Co-ordinator to complete the following
  - Undertake regular evaluation of the program .
  - Bookings and cancellations
  - Ensure that the service is operating and meeting the needs of families and the community, maintaining effective and positive relationships with all stakeholders.
  - Monitor the implementation and outcomes of the service's policies and recommend changes as required, while keeping families informed of any changes to policies
  - Undertake risk management of programs and procedures in accordance with the YMCA's requirement to address legal/statutory requirements. (This is particularly relevant to vacation care excursions)



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### Marketing and Liaison

- Assist the Co-ordinator to complete the following
  - As required, support the YMCA to prepare, implement and monitor a marketing plan for the service
  - Liaise with appropriate authorities and community networks providing parenting assistance and referral assistance (when required).
  - Support the establishment and maintenance of effective communication with the school staff and the school community.
  - Provide written reports on aspects of the day to day management of the service and present to Children's Services Manager Weekly.

### Occupational Health, Safety and Welfare

- Assist the Co-ordinator to complete the following
  - Liaise with the YMCA to seek clarification about the site OHS&W policies and procedures and identify the party responsible for oversight of the OSHC work environment.
  - Ensure that students and volunteers are aware of their responsibilities to take reasonable care to protect their own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through any act or omission, neglect or misconduct at work.
  - Ensure that accident and illness registers and relevant Work Cover reports are maintained within the service.
  - Ensure the premises and facilities are hygienic and in good condition
  - Ensure premises are kept secure.
  - In conjunction with the Co-ordinator develop and maintain an accurate inventory of equipment.
  - Ensure that electrical, first aid and fire equipment is tested, maintained and replaced according to regulations.

### **4. Key Performance Indicators**

- Day to day programming meets the need of the children.
- Ensure that a comfortable and supportive environment for children, families and strive for open communication and good relations within centres

### **5. Accountability**

The position reports to, and is accountable to the Childcare Co-ordinator

### **6. Qualifications, Experience and Personal attributes**

#### Essential

- Effective oral and written communication skills.
- Ability to interact with children in a positive, sensitive and respectful manner.
- Ability to work with individual children with particular needs.
- Highly developed observation and reporting skills.
- Ability to oversee planning, development, implementation and evaluation of developmentally appropriate programs for children reflecting the multi-cultural and social nature of the community.
- Recognition of the needs of children and the ability to nurture and support children new to the service.
- Ability to cope in an emergency or in a stressful situation
- Knowledge of age appropriate recreational activities
- Knowledge of and commitment to, the principles of equal opportunity
- Knowledge of responsibilities of the process of mandatory reporting



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### Experience and / or qualifications and / or training

- Certificate III Children's Services or equivalent qualification approved by licensing authorities, or possesses the skills and experience to carry out the duties at this level
- Experience working with groups of children from 5 – 12 years of age
- Strong customer service skills and experience in responding to and anticipating customer needs.
- Commitment to Equal Employment Opportunity (EEO) and Occupational Health and Safety (OH&S) principles and practices

### Desired

- Qualifications in Administrative Management

### **7. Personal attributes**

- Ability to assist families in a sensitive supportive and professional manner.
- Effective time management skills
- Proven capacity to work cooperatively in a team, using initiative and personal skills to enhance team work.
- Ability to respond to change with positive attitude to ongoing learning and development.

### **8. Conditions of Employment**

- This position is in accordance with the terms and conditions of the YMCA Manager Agreement
- The successful applicant may be required to complete a Police Records Check
- The successful applicant will be required to complete a Working with Children Check
- The position has a 12 week probationary period
- Availability to work a 5 day week plus flexible/extended hours as required to meet the demands of the position

**Signed and Accepted by:**

Date: 25.08.09.

Employee: JOHN LORD

Signature: 

Manager:  SHANE DEMIE

Signature: 