

YMCA Geelong Inc.

ABN: 29 064 925 688

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POSITION DESCRIPTION

Position Title:	Trainee Program Leader
Classification / Grade:	Miscellaneous Award 2020 - National Wage
	Wage Level B – Certificate IV – Outdoor Leadership
Employment Status:	Fulltime
Qualifications:	<ul style="list-style-type: none">● First Aid HLTAID0010 maintained every 3 years● HLTAID0009 CPR maintained annually● Do Foods Safely Online Training - http://dofoodsafely.health.vic.gov.au/● Allergens Online Training - www.foodallergytraining.org.au● Criminal Record Check – maintained every 3 years● Working with Children Check – Employee Card – Maintained every 5 Years● NDIS Workers Screening Check – maintained every 5 years● Satisfactorily completed Safeguarding Feel Safe, Be Safe Online Course – maintained every 3 years● Annual Safeguarding Children and Young People update training
Reports to :	Program Director

The YMCA Movement

The YMCA is an International, National, State and Local movement dedicated to the improvement of the communities in which it works. The YMCA has undergone enormous growth over the past decade and enjoys a reputation of leadership in the areas of customer service, quality management and community development. YMCA Geelong celebrated more than 65 years of community service across the greater Geelong region.

YMCA's across Australia seek to be a well governed community-based Movement that positively impacts each and every person and is committed to achieving its Mission, social relevance and institutional viability.

Our Movement is one that is firmly based on integrity, is innovative, purposeful in our future focus, growing in its impact on community and which values its people.

YMCA Geelong Inc.

YMCA Geelong Inc. has a proud history of serving Geelong and district for over 65 years, having been the pioneers in the introduction of many sport and recreational pursuits in the region. YMCA Geelong primarily operates out of owned facilities, the YMCA Newtown Stadium, YMCA Camp Wyuna (Queenscliff), leased facilities at the Geelong Arena in North Geelong, and we manage in partnership recreation facilities with the Golden Plains Shire Council. We also work within the Geelong and district community providing further community service programs and activities.

The YMCA is committed to the improvement of the communities in which it works as reflected in our Vision -**YMCA makes a difference to people's lives providing healthier, happier, connected communities.**

While our focus is on our community we use our belief statement

We believe in the power of inspired young people

YMCA Geelong Inc.

ABN: 29 064 925 688

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to actively guide our behaviours, vision and mission to ensure that young people are given a voice in our organisation. They are supported to be the best versions of themselves and with shared leadership through inter-generational support and opportunities to develop we can truly see young people as the future.

We employ more than 150 people (63% are under the age of 25) in administration, management and service delivery roles across our operations at Camp Wyuna, Newtown, North Geelong and Bannockburn.

YMCA Geelong is a not for profit, community based, mission driven charity that is governed by a voluntary Board of professionals who advocate for a healthier, happier, connected Geelong.

As a leading provider community sport and recreation organisation in the Geelong community, we aspire to be a child safe, family friendly organisation and have in place policies and procedures that govern the way in which we work.

Our business operations provide the communities we work in with access to affordable programs that aim to connect people, encourage participation in physical activities that contribute to a healthier, happier holistic person. Our programs are inclusive of all ages and abilities.

Facility Description

Camp Wyuna – YMCA Geelong has operated Camp Wyuna since 1953. Camp Wyuna is located on the narrows at Queenscliff on Borough of Queenscliffe land. The Borough leases the land to the YMCA via a long term lease. The YMCA has committed substantial funds to the redevelopment of the camp and the provision of fully programmed camps. The facility will accommodate up to 105 campers. The camp is ideally located to take advantage of the natural environment and of the many educational and recreational facilities and services available in the local region. Facilities consist of four accommodation lodges, a dining hall / recreation room, a secondary conference area / meeting room and staff office.

Position Summary

The Trainee Program Leader will be part of the Camp Wyuna program team. The role will require the successful candidate to complete a Certificate IV in Outdoor Recreation in block study through a registered training organisation and be prepared to travel to locations through Victoria to participate in the training programs.

The position requires the candidate to;

- provide direct delivery of activities to school and community groups ensuring participants learning outcomes are achieved.
- The Trainee will learn on the job how to facilitate the camp activity programs to a diverse range of campers, mostly school students, communicate with school teachers and group leaders, follow risk management plans and procedures and undertake equipment maintenance.
- Attend camp on the required rosters which has a span of hours from Monday-Sunday 7am-7pm. Fulltime trainees will be rostered 38 hrs per week (76hrs fortnight) within the span of hours.

YMCA Geelong Inc.

ABN: 29 064 925 688

A0025471J

As a trainee, you will be capable of undertaking duties in areas within all the camp operations outside the program when required eg. assist with duties in the areas of light cleaning and maintenance, assist with the changeover of groups, kitchen assistance and administrative tasks associated with planning and delivering of programs.

As the year progresses and your leadership skills will develop and you will have the opportunity to undertake the role of 'key leader'. This is an important leadership role that involves liaising between the camp and the visiting group, ensuring all their needs are met and camp program is facilitated.

Most importantly, the Trainee will have a commitment to YMCA values (Honesty, Caring, Respect, Responsibility and Safety) and be committed to ensuring a positive camp experience is provided for all campers.

Key Responsibilities

Logistics

- Meet with the Program Director - daily and weekly to discuss logistics, checks and safety audits and ensure they are well planned, implemented and clearly articulated to other program staff.
- Liaise with other programming staff to ensure efficient and adequate communication to achieve excellent delivery of programming and program operations.
- Resolve problems that relate to daily program operational procedures
- Provide assistance to ensure that all programming operations, gear and logistics are well maintained, repaired, documented and adhered to before and after use.

Risk Management

- Implement camp programming operations to reflect best practice in accordance with the YMCA Risk Management Procedures and Australian Campsite Accreditation.
- Implementation of YMCA risk systems including the completion of incident and accident forms and YMCA reporting requirements around program operations and activities.
- Assist with Camp team and ensure all program activities adhere to parameters defined by the Adventure Activity Standards.
- Understand and work under the guidelines of the YMCA's Safeguarding Children and Young People Policy and YMCA Code of Conduct.
- Assist with completion of YMCA Camp Wyuna Program Area and Equipment checklist (bi-monthly) where directed.

Program Operations

- Direct service delivery of activity programs to a high standard of service.
- Setup, delivery and pack up of activities
- Responsible for reporting any injuries, near misses, and improvements to the program delivery.
- Responsible for assisting teachers or group leaders in understanding and running activities as required
- Assisting the Maintenance Coordinator and Program Coordinator in the maintenance and repairs on program equipment, plant and tools.

YMCA Geelong Inc.

ABN: 29 064 925 688

A0025471J

- Assist the Program Director in the development of program activities and maintenance of current program activities especially wet weather programming and winter programming.

Leadership

- Role model excellent work practices, high level of professionalism and YMCA values to all campers and fellow staff
- Demonstrate leadership to the YMCA staff team by leading by example and stepping in to assist in direct delivery of service when required e.g. program delivery.
- Build and maintain positive partnerships with client groups: community organisations, schools (primary and secondary) and family groups.

Study Requirements

The course work will require approximately one day per week course work, this is completed in a block and conducted off site during school holidays and during the term.

Homework or completion of course work not completed during the study block must be completed in your own time or can be negotiated with the supervisor (Program Director) when demand is low or in off peak periods.

General Professional Requirements

- Read, understand and implement to YMCA policies and guidelines around the safety of children as outlined in the YMCA's Safeguarding Children and Young People Policy.
- Works as part of a team and shows professionalism.
- Ensure you are welcoming to all families who enter the facility
- Be punctual in both attendances of shift and attendance at staff meetings.
- Serve as a role model for the principles of inclusion and tolerance.
- Maintain high standards of presentation, personal grooming and adhere to the uniform policy.
- Model effective problem solving and conflict negotiations
- Be committed to maintaining the work area in a clean, safe and presentable state
- Conduct yourself in a manner consistent with the values of the YMCA; Honesty, Responsibility, Caring and Respect
- Comply with and be committed to the maintenance and development of the YMCA Quality Assurance System
- Adhere to work instructions and guidelines within departmental area manuals
- Adhere YMCA Code of Conduct Policy
- Adhere to the guidelines of YMCA's Safeguarding Children and Young People Policy
- Take reasonable care of your own health and safety, and for the health and safety of others
- Provide YMCA Geelong with a current copy of Technical Membership and Qualifications on an annual basis.
- Workplace Health, Safety and Environment
- Take reasonable care for your own health and safety, and the health and safety of others.
- Be responsible for creating a healthy, happy and safe work environment.
- Comply with all legislative OHS requirements, and YMCA OHS policies and procedures.
- Report all safety, hazards, maintenances and security issues to the area Coordinator, Duty Manager or Centre Manager.

YMCA Geelong Inc.

ABN: 29 064 925 688

A0025471J

- Be prepared to contribute recommendations to the OHS Committee, and provide feedback on OHS Policies and Procedures as required.
- Recognise that cleanliness and organisation provides a more effective workplace.
- To enable the YMCA to meet its obligations for providing a healthy and safe working environment for you, you must inform your Manager of any issues, which may impact your ability to safely perform your role.

Safeguarding Children and Young People

In addition to meeting your core functions, duties and responsibilities as outlined in the Position Description, you are also required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines in the YMCA Geelong Staff and Volunteer Handbook, as well as comply with all aspects of our Safeguarding Children and Young People Policy and Procedures. You will receive a copy of the Staff and Volunteer Handbook, Policy and Procedures during your induction process. The main responsibilities of your position at YMCA Geelong with regards to Safeguarding Children and Young People are as follows:

- Promote a welcoming and safe environment for children and young people.
- Participate in safeguarding children and young people training as directed
- Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families
- Any new program initiatives are to include consultation with children and young people, using standardised practices and resources
- Attend any other training legally mandated by your role in relation to safeguarding children and young people
- Declare anything you become aware of through the course of your engagement with YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people
- Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect
- Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws
- Complete WWCC prior to commencement and maintain currency throughout employment
- Complete a National/International Police Check prior to employment and at the discretion of the YMCA, the cost of this is to be paid by the employer.
- Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities
- Ensure that your interactions with children and young people are positive and safe.
- Report any suspicious concerns, allegations or disclosures of alleged abuse to management.
- Report to management any criminal charges and convictions you receive during the course of your employment that may indicate a possible risk to children and young people.
- Maintain a working knowledge of policies and procedures relating to safeguarding children and young people

Privacy & Confidentiality

YMCA Geelong is committed to the responsible collection, handling, storage, protection and destruction of personal information, as specified in the Privacy Act 1988. We respect the privacy of our participants, parents, staff, volunteers and other visitors to our facilities.

YMCA Geelong Inc.

ABN: 29 064 925 688

A0025471J

YMCA Geelong adopts stringent procedures and practices in how we collect, handle, store, protect and destroy personal information and all employees and volunteers must follow these processes as part of your induction and ongoing employment. Any breach of process may result in a notifiable breach and damage the reputation of the YMCA and cause harm to our participant, patron or member.

Authority & Accountability

- The Trainee position does not have assigned decision making requirements.
- Immediately respond to customer's needs and concerns to ensure quality of service meets agreed standards.
- Report to the Centre Manager with any queries, concerns, etc.
- Ensure performance standards during shift are maintained.
- Identify hazards and ensure safety on site
- Report all First Aid Minor or Major Incidents to the Site Manager.

Key Selection Criteria

- Must be prepared to complete the Certificate IV- Outdoors Recreation course work, study and travel requirements.
- Highly motivated person with career aspirations of working in the Outdoor Recreation Industry or similar.
- Shows strong leadership, good communication skills and initiative.
- Basic computer skills

Physical Requirements of the Position

The candidate for this position must meet YMCA Fit for Work requirements;

- Set up and pack up of equipment for activities.
- Manual handling with and without aides such as canoes and surf equipment.
- Will require a good level of fitness to assist with activities for extended periods per day such as bike riding, beach activities, swimming a distance to 200mtrs, water sports and assisting group walking through dunes and beaches to access programmed activity sites.
- May be standing for extended period of time
- Set up and pack up of equipment

Experience Required

- Demonstrate a willingness to work and participate in a team environment with the capacity to work autonomously.
- Willingness to work towards skills in program delivery, initiative programs and operations an outdoor recreational / educational or tourism industry.
- Average computer skills especially in Outlook, Word and Excel.
- Good organisational and time management skills.
- Ability to develop skills to problem solving and a proven capacity help out as required
- Good verbal and written communication
- Good interpersonal skills and ability to relate to people from diverse backgrounds.

YMCA Geelong Inc.

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Conditions of Employment

- This position is in accordance with the terms and conditions of the YMCA Staff Collective Agreement – National Training Wage
- Must organize own reliable transport.
- Requires flexible work hours, typically shift vary within the span of hours – clause 22.2 EBA 2008
- Required to maintain current Technical Membership with Gymnastics Victoria.
- Hold a current Working with Children’s Check- Employee (WWCC) if 18 years or over and has YMCA Geelong listed as Employer
- Hold a current NDIS Workers Screening Check if 18 years or over and has YMCA Geelong listed as Employer
- Acknowledge, implement and comply with YMCA Policies and Procedures <https://geelong.ymca.org.au/policies>
- Report any suspicious behaviors, concerns, allegations or disclosures of alleged abuse to management.
- Undergo National Criminal History Checks at the discretion of management
- Produce evidence of International Police Record Check if candidate has worked overseas in the past 10 years.
- Report to management any criminal charges and convictions you receive during the course of your employment that may indicate a possible risk to children and young people.
- Undertaken Induction training session and Y Safeguarding Feel Safe, Be Safe Online training prior to commencement of first shift.
- Subject to a 24-week probationary period.
- Complete Disclosure of Pre-existing Injuries and Illness form and complete all onboarding forms and requirements and update employer should any medical condition/ injury/illness occurs throughout the duration of employment.
- Provide evidence that the candidate is fully vaccination with COVID-19 Vaccination.

Approved by: Shona Eland
Position: CEO – YMCA Geelong
Date: 08.11.2021

Acknowledgement of Position Incumbent

I _____ acknowledge that I have read and understood the requirements of this _____ position description.

Signature: _____ Date: _____