

Job Description

CO-ORDINATOR
Outside School Hours Care

POSITION LEVEL	Full-Time or Part-Time – Children’s Services Award 2010
-----------------------	---

REPORTS TO	Outside School Hours Care Area Coordinator (or other person who may, from time to time, be nominated)
-------------------	---

SUPERVISES	Outside School Hours Care Assistants & Assistant Coordinator
-------------------	--

PRIMARY RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Ensure the service complies with all relevant legislation – Child Care Act and NCAC Quality Assurance 2. Responsible for the planning, preparation, implementation and evaluation of a variety program of activities catering for the specified age group that meet requirements according to Licensing and Quality Assurance 3. Ensure the safe supervision of children with regards to the duty of care 4. Co-ordinate staffing and rostering of staff 5. Monitor and maintain correct staff/child ratio 6. Monitor rosters to ensure effective hours with regard given to budget and correct ratios 7. Ensure staff files are kept up to date at the service and OSHC admin office with certified copies of Blue cards, first aid, CPR and qualifications of all staff that are on rosters 8. Oversee the staff interaction with children 9. Liaise and communicate effectively with parents 10. Provide quality customer service to parents and the community 11. Effective liaison with the school where the program operates 12. Provide adequate assistance and guidance in training of staff 13. Ensure standards of behaviour amongst children and staff are known and adhered to 14. Ensure strict hygiene and sun protection practices are adhered to 15. Prepare, or appoint a staff member to prepare, breakfast, morning / afternoon tea in accordance with health and hygiene guidelines 16. Place orders for food items in accordance with planned menu for service and service budget 17. Maintain cleanliness and presentation of the service 18. Maintain receipt and payment records 19. Process timesheets and other information to be sent to Administration on a fortnightly basis 20. Bring overdue fees to the attention of the OSHC Area Coordinator and supply Area Coordinator with overdue fees report 21. Prepare monthly revenue journal for OSHC administration office by the first of the month for previous month 22. Ensure parents pay fees on a weekly basis and send reminder notices to families with outstanding fees in accordance with fee policy 23. Track craft, stationery, sporting equipment, electrical goods and paper work requirements according to licensing requirements and place orders according to order timetable with consideration given to service budget 24. Prepare a marketing plan on a yearly basis and actively market the service 25. Filing of correspondence 26. Ensure correct recording of behavioural problems 27. Ensure correct recording of all accidents / incidents 28. Complete parent enrolment packs ensuring there is always a supply available 29. Prepare receipts and ensure petty cash is spent and acquitted in accordance with
---------------------------------	---

	<p>petty cash policy</p> <ol style="list-style-type: none"> 30. Advise parents of procedures for applying for Child Care Benefit. 31. Encourage parents to contact FAO as soon as possible to discuss CCB eligibility 32. Maintain the quality system and report any deviations from the intended system 33. Maintain work environment so as to minimise risk to both customers and staff 34. Report identifiable risk so that immediate action can be taken 35. Uphold and promote the policies and mission of the YMCA of Brisbane 36. Comply with the YMCA's Occupational Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document 37. Comply with all practices in the Quality Manual 38. Must be aware of and implement the YMCA's Safeguarding Children and Young People policy. 39. Any other duties as required within the Outside School Hours Care program or other venues as determined by the Chief Executive Officer from time to time.
--	---

KNOWLEDGE AND EXPERIENCE	<ol style="list-style-type: none"> 1. Relevant Qualifications – as per Licensing requirements 2. Current Senior First Aid Certificate and CPR 3. Certificate of Suitability in accordance with the Commission for Children and Young People and Child Guardian Act 2000 4. Understanding of all relevant and current legislation regarding licensing and provision of school age care 5. Knowledge of and compliance with Quality Assurance Provisions 6. Demonstrated sound competence in the use of computers and application software including Qikkids and the Microsoft Office Suite
---------------------------------	---

Authorised by: _____ 29/06/2010