



OUTSIDE SCHOOL HOURS CARE ASSISTANT

CERT III QUALIFIED

VRN 05 / 21

About Richmond Shire Council

The position is based at Richmond, situated 500km west of Townsville on the Flinders Highway in North West Queensland. The Shire of Richmond is approximately 26,000 square kilometres. Richmond is a hive of activity during tourist season (April to October), and there are regular community events, rodeos and races, providing year round fun and entertainment. A large recreational lake is used for water sports, while the numerous park areas provide cool grassy spots to rest awhile. The surrounding region has all the beauty and dramatic landscapes of the outback.

The Position:

Richmond Shire Council is offering an assistants position with its Outside School Hours Program. You will be required to assist the Outside School Hours Centre Co-ordinator in the supervision of children and participate in the delivery and co-ordination of activities at the centre.

Hours of work will vary, for example –

After School Hours Care – Monday to Friday: 2:00pm – 5:30pm

Vacation Care – Monday to Friday: 8:00am – 5:30pm

The Person:

The successful candidate **must possess** the following knowledge and skills: -

- **Certificate III in Early Childhood Education and Care**
- **Willingness to study a Diploma in Early Childhood Education and Care**
- Sound interpersonal and communication skills
- Sound time management skills
- Previous experience operating in a team based environment
- Experience working with children is desirable but not essential
- Ability to use MS Word, Excel and Outlook
- 18 years of age and over

The Remuneration:

Council will offer a wage in accordance with the *Children Services Award - State*.

Further Information:

The specific application documentation and Position Description for this vacancy can be found on Council's employment webpage at www.richmond.qld.gov.au.

For further information on this position or information about Richmond please contact Payroll & HR or Angela Henry on telephone (07) 4719 3377 or email jobs@richmond.qld.gov.au or visit Council's website www.richmond.qld.gov.au

Closing Date:

5.00pm Thursday 17 September 2020.