



RICHMOND COMMUNITY LEARNING CENTRE, INC

92 - 94 Lord Street
RICHMOND VIC 3121

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Position Description: Children's Program Coordinator

Employer: Richmond Community Learning Centre
Location: 92 - 94 Lord Street, Richmond VIC 3121
Responsible to: Centre Coordinator
Classification: *Neighbourhood House and Learning Centre Collective Agreement 2010*
Children's Services Award Level 6,

Background

Richmond Community Learning Centre (RCLC) is a not for profit organisation providing pre-accredited training, general adult education classes and social groups, venue hire, playgroups, occasional care and a 3-year-old+ learning program to the local community. Revenue sources include Local and State Government funding, venue hire and our own fee for service programs. The centre is managed by an elected Committee of Management and supported by the centre coordinator, administration and IT staff, childcare staff, tutors/facilitators and volunteers.

Currently located at Lord St in Richmond, RCLC is managing the development of a new community facility, The Burnley Backyard which will begin operations in early 2015. RCLC is also negotiating with the City of Yarra to manage the Community Space at GTV 9 Burnley Backyard which is likely to open in early 2015. The 3 sites will provide RCLC the flexibility to expand, diversify and respond to the changing community's needs and ensure community facilities in the Central Richmond area are planned and managed in a strategic and complementary manner.

The Burnley Backyard will be a community space for indoor/outdoor activities. Primary attention will go towards sustainable practices, health and leisure, and a community garden that will meet the lifestyle and aspirations of the local community.

The Community Space at GTV 9 will provide an exciting opportunity to explore a new model of community development with potential for co working, IT training and performance and event space. Our current site at Lord St has potential scope to transition to a family and children's hub.

RCLC has a long history of excellence in children's services and our Occasional Childcare (OCC) and 3+ Learning Program (3+LP), major parts of the centre's overall program and activities, reflect our philosophy of providing education opportunities and support to families in the Richmond area. RCLC encourage families to collaborate with our staff about curriculum decisions as we believe families are children's first and most influential educators.

It is the centre's policy to enable equal access and participation of children and that no child is discriminated against on the basis of culture, ethnicity, religion or gender.

We currently provide childcare sessions on the following days:

OCC: 8:30am – 12:30am, Tuesdays, Wednesdays, Thursdays

3+LP: 8:30am – 12:30pm, Fridays

Primary Responsibility

The current focus of the role will be for the administration, delivery, development and promotion of the Occasional Care and 3+ Learning Programs.

1. To ensure the provision of a quality program in accordance with the Children's Services Regulations, Children's Services Act, and consistent with the principles of the Early Years Learning Framework. At this stage being a Type 2 Limited Hours Service we do not fall under the requirements of the NQF
2. To develop appropriate curriculum/program plans that take into account the individual needs of each child and family
3. To promote a team approach in planning and evaluation of the program
4. To supervise and support childcare staff.
5. Identify appropriate professional development opportunities for staff.
6. To ensure relevant qualifications (First Aid, Asthma and Anaphylaxis) are kept up to date for all RCLC Children's Services staff
7. To respond to parent and phone enquiries
8. Maintain correspondence with relevant agencies and Government bodies
9. Represent RCLC at local forums.
10. To manage IT and database systems pertinent to the OCC/3+LP program including waiting lists, enrolment forms, photo consent forms, etc
11. To prepare Children's Services Report for monthly Committee of Management meetings
12. To maintain adequate financial records and procedures and work within the assigned budget
13. Through consultation with RCLC centre coordinator, to advise management of resource requirements both human and physical including time, space and equipment.
14. To maintain excellent public relations in the promotion of the program and the centre
15. To be involved in marketing and promotion of RCLC's children's programs
16. To identify and develop new programs and services that support local families
17. To work with the Centre Coordinator to identify strategies to support the transition of RCLC to multi-site operations.
18. Other tasks as requested

Key Selection Criteria

Please ensure you address each of these in your application:

1. A Diploma and/ or Degree in Children's Services and demonstrated experience in having worked in a range of children's settings; Level 2 First Aid and CPR (current); Asthma and Anaphylaxis Management (current)
2. An understanding and knowledge of the Children's Services Regulations and Act as they relate to Limited Hours Services
3. A demonstrated ability to prepare curriculum/program plans and reports that take into account the developmental, health and welfare needs of children aged 18 months old – 5 years
4. A demonstrated ability to evaluate programs to ensure they remain current and innovative
5. A demonstrated ability to work effectively both independently and as part of a team.

6. Ability to communicate with Management, parents, children and co-workers in a positive manner
7. Intermediate computer skills
8. A sound knowledge of accountabilities as well as health and safety requirements
9. A demonstrated understanding of the principles of privacy of information and a capacity to maintain confidentiality
10. Ability to assess potential challenges, identify possible causes, and make recommendations and /or resolve the issue

Accountability

This new Childcare Coordinator position is directly responsible to the centre coordinator and in turn to the Committee of Management.

Hours and Conditions

Days: Tuesdays, Wednesdays, Thursdays, Fridays
Hours: Minimum 22 hours / week

Additional hours will be required at certain times of the year and/or for additional activities. These hours can be approved as TIL and taken during school holiday periods.

RCLC is closed for a 4-week period over the December - January break, all staff must take leave during this time. The OCC and 3+LP programs operate as per the Victorian School Calendar. Childcare staff does not work during the school holidays and are not paid during this time.

The position has a 3-month probationary period and will be reviewed by the centre coordinator in consultation with Committee of Management with a view to offering the position as an ongoing role.

RCLC is a family friendly employer and there may be some flexibility for admin hours to be worked at times that suit the successful applicant.

How to Apply

All prospective applicants are encouraged to discuss their application prior to applying if they wish to. Please contact centre coordinator, Simone Gardiner, on (03) 9428 9901.

Please forward your application letter addressing all the key selection criteria and an up to date copy of your CV to

lordst@internode.on.net by 5:00pm, Friday August 1 2014

Previous applicants need not apply

Only candidates being interviewed will be notified.

All applicants for this position must have an up to date Police Check, Working with Children and First Aid and Anaphylaxis training.