



POSITION DESCRIPTION

Kool Kids Activity Worker

Position title:	Kool Kids Activity Worker
Reports to:	Kool Kids Team Leader
Responsible for:	Facilitating developmental programs for children and young people attending Weave Kool Kids programs. Providing therapeutic mentoring to vulnerable students attending local primary schools.
Location:	Weave Kool Kids, 1B Prince Edward St, Malabar

Employment Details and Remuneration:

Employer:	Weave Youth and Community Services
Hours:	3 days per week (21 hours per week), 11.00am to 6.30pm (hours may vary)
Status:	Part time contract - all positions at Weave are dependant on continued funding
Award:	Social Community Home Care and Disability Services Industry Award 2010 (SCHCADS)
Grade:	SCHCADS SACS Level 2 Paypoint 2.1 - 2.4 \$29.31 - \$32.14 per hour depending on qualifications and experience
Benefits:	Superannuation @ 9.5% and leave loading @17.5% plus generous wage packaging/salary sacrifice available

PROGRAM DESCRIPTION:

Weave Kool Kids is an early intervention and prevention initiative for children and young people aged 7 – 18 years. Kool Kids supports the development of well-being, resilience and confidence in children and young people through after school and school holiday programs, and youth leadership programs. The program fosters protective factors by building on children and young people's strengths and social skills and enhancing their connections with community, culture and family.



The program actively engages children and young people who are facing multiple challenges in their lives and vulnerable children and young people who have experienced complex trauma. Kool Kids is an integral part of the communities within which we work and 85% of the children and young people engaged in Kool Kids programs and activities are Aboriginal young people. The program maintains a strong working relationship with key community groups, schools, community leaders and Elders, and families.

SUMMARY OF POSITION:

The Kool Kids Activity Worker is responsible for the development, facilitation and evaluation of all program activities that may include surfing, arts and crafts, sports, music, cooking, health and well-being, and leadership activities. Kool Kids Activity Workers provide therapeutic mentoring (additional social/emotional/academic support) to vulnerable students in local primary schools. The Activity Workers also assist with the development and implementation of the Switch Leadership Program - working with vulnerable young people aged 12 - 18 years providing mentoring, youth led events, camps, leadership and skills development. Kool Kids Activity Workers are responsible for supervising and managing the behaviour of children and young people attending the Kool Kids Program.

KEY RESPONSIBILITIES:

- Assist with the planning, implementation, evaluation and documentation of all Kool Kids activities and programs.
- Ensure all activities and programs are well planned and all staff are aware of session details. You will be responsible for programs and activities that are allocated to you.
- Supervise and mentor children and young people on program including implementing the Kool Kids behaviour management plan when appropriate.
- Provide therapeutic mentoring to vulnerable children and young people in schools.
- Support and monitor Kool Kids transitions from primary to high school.
- Assist to plan, develop and implement the Kool Kids Switch Leadership Program.
- Complete daily administrative duties to ensure the smooth running and recording of the Kool Kids Program including casenotes, evaluation forms and other data entry.
- Work with the Team Leader to plan, develop and run Kool Kids camps that



may include overnight stays.

- Liaise with schools to identify students who will benefit from Kool Kids programs and activities.
- Refer children to the Kool Kids Team Leader when additional support needs are identified or when incidents occur.
- Ensure the Kool Kids bus is operational, clean and full of fuel.
- Assist with the development and growth of the Kool Kids Program.
- Liaise and build relationships with families and other supporting services.
- Promote the Kool Kids and Switch program's in the community and to other relevant organisations.
- Other duties as required.

GENERAL RESPONSIBILITIES OF ALL WEAVE STAFF:

- Work as part of the wider Weave team displaying effective team membership.
- Participate in Weave staff meetings, retreats, planning days, training and performance appraisals as required.
- Perform all duties in accordance with the Weave Code of Conduct and Weave policies and procedures.
- Maintain a commitment to EEO policy and WHS safety standards, ethical practice principles and a commitment to the principles of cultural diversity.
- Take responsibility to ensure that Weave is a warm, inviting and hospitable environment for everyone to be. Treat people like you would if they were guests in your home.
- Notice when things are untidy and clean up as needed.
- Make sure all visitors to the centre are welcomed and looked after including offering cups of tea, coffee, water etc. and that they get the assistance they came for, or at least information and referral if Weave cannot assist directly.
- Hospitality is a shared responsibility of the whole of the Weave team and is included in the job descriptions of all staff.
- Expectations of workers roles can change according to the needs of the community and available resources.

SELECTION CRITERIA:

Qualifications, experience and mandatory requirements

- Relevant qualifications in Child Development, Youth Work, Project Work, Community Work, Social Work or other relevant disciplines.



- Minimum two years experience in a youth work, project work or similar role providing activities and support to children and young people with complex trauma histories and support needs.
- Demonstrated experience in planning, developing and documenting programs and projects.
- A natural ability to engage with children and young people - it is essential to have lots of energy.
- Understanding and demonstrated experience of working within a trauma informed and healing centred, strength based, person centred, culturally appropriate framework.
- Demonstrated experience working with Aboriginal people and communities, and an understanding of the strengths of Aboriginal people and the impacts of intergenerational trauma on Aboriginal people residing in the La Perouse and Maroubra areas.
- Understanding of the social justice issues facing children, young people and families residing in the La Perouse and Maroubra areas.
- An ability to manage community dynamics.
- NSW Working with Children Clearance and National Police Check.
- Driver's License.

Skills and attributes

- Highly developed time management and organisational skills demonstrating attention to detail and the ability to complete tasks in a timely manner.
- Ability to work independently and use initiative.
- Strong communication skills, both verbal and written.
- Strong advocacy skills.
- Demonstrated interpersonal and relationship building skills.
- Ability to work as a team member and with a high degree of autonomy.
- Strong computer and IT literacy skills.
- Common sense and an excellent sense of humour.

Desirable

- Casework experience.
- Experience in running sport and recreation programs.
- Experience in creative arts.