



Shooting Stars

Employer	Glass Jar Australia
Position	Assistant Program Coordinator
Reports to	Program Coordinator – Derby
Location	Derby District High School
Position Overview	The Program Assistant will work with the Program Coordinator to assist in coordination and delivery of the Shooting Stars program with the primary aim of increasing overall school attendance and participation and of female students.
Core Responsibilities	<ul style="list-style-type: none"> Assist in the delivery and coordination of the Shooting Stars program within Derby District High School; Assist in the delivery of community netball and other Shooting Stars Activities within the wider Derby community; Attend and complete training as required. Work with the Netball WA team to grow the netball brand in a dynamic and vibrant way through identified community engagement initiatives, stakeholders, partners and channels.
Key duties	<ul style="list-style-type: none"> Support for the ongoing delivery, monitoring and support of the Shooting Stars Program in the school; Assist to manage and engaging the Shooting Stars participants; Assist in the implementation, monitoring and review of the program, in partnership with the school and Glass Jar team; Assist in the delivery of education and accreditation programs in conjunction with the broader school community; Assist in the administrative and governance requirements including, record keeping, data collection, website management; report writing and presentations as required; Report on key achievements relating to Shooting Stars program as required; Actively participate in specific projects and/or committees as required; Adhere to and comply with Department of Education policies and procedures; Any other duties within the Employee's capabilities and which is reasonable to expect the Employee to undertake as directed by the Program Coordinator.
Competency Area	<p>Communication</p> <ul style="list-style-type: none"> Speaking Effectively: <ul style="list-style-type: none"> Can adapt their conversations to suit a variety of audience; Is able to communicate to people clearly and concisely and with a high level of integrity. Communicates effectively both within and outside the organisation; Writing Effectively: <ul style="list-style-type: none"> With support provide accurate written information using forms templates and language appropriate to the task; <p>Teamwork</p> <ul style="list-style-type: none"> Fosters Teamwork:

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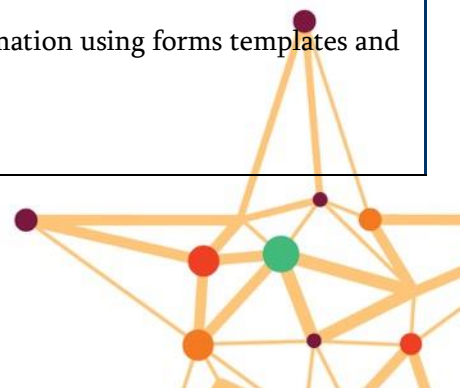


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www.shootingstars.com.au

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	<ul style="list-style-type: none"> ○ Is a cooperative team player who is able to balance their own needs with those of the team. ● Diversity: <ul style="list-style-type: none"> ○ Demonstrates cultural sensitivity and adjusts personal style in response to stakeholder/member differences. <p>Initiative & Enterprise</p> <ul style="list-style-type: none"> ● Takes Initiative: <ul style="list-style-type: none"> ○ Has the ability to identify areas where obvious improvements can be made to programs and processes, using their previous experience; ● Solving Problems: <ul style="list-style-type: none"> ○ Is able to identify problems and achieve appropriate remedies, either on own initiative or in consultation with the wider team. <p>Planning & Organising</p> <ul style="list-style-type: none"> ● Planning: <ul style="list-style-type: none"> ○ Is able to identify what is needed to successfully plan for an outcome; ● Managing Work: <ul style="list-style-type: none"> ○ Is able to manage workload to agreed timeframes, though may need some support on new or unfamiliar tasks.
<p>Qualifications and Experience</p>	<p>Essential Criteria</p> <ul style="list-style-type: none"> ● A commitment to advancing Indigenous participation through provision of services to rural and remote communities; ● Good communication skills; ● Good organisational skills; ● Competent in the use of Information Technology; ● Willing to work independently and part of a broader team; ● Willing to be flexible in respect to work hours and intrastate travel; ● Knowledge of netball and experience in playing, coaching and or umpiring; ● Working with Children Check. ● National Police Clearance <p>Desirable Criteria</p> <ul style="list-style-type: none"> ● Experience working within a school and or youth organisation. ● Experience in the youth/not-for-profit industry or community development would be highly regarded; ● A current “C” class WA driver’s license;
<p>Hours of work</p>	<p>The role is a fulltime fixed term position working 37.5 hours per week until 31 December 2020.</p> <p>The nature of the position requires some out of hours and weekend work.</p>

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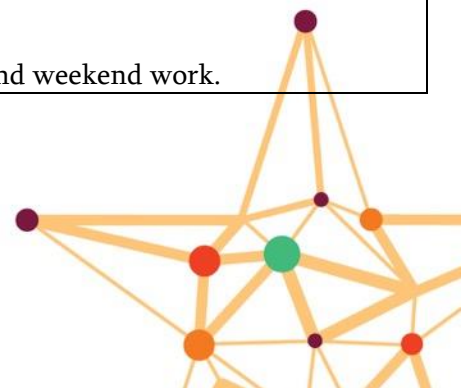


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Conditions	<ul style="list-style-type: none">• Salary Range \$45,000 – 50,000 dependant on skills and experience.• Mobile Phone Allowance \$50/month• Five Weeks Annual Leave Pro Rata• Access to Salary Sacrifice
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