

## Position Description

### Activity Leader (La Trobe Sport)

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<b>Department:</b>	La Trobe Sport
<b>School:</b>	Central Administration
<b>Campus/Location:</b>	Melbourne
<b>Employment Type:</b>	Casual
<b>Position:</b>	Activity Leader

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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### How to Apply

**Closing Date:** COB September 11th, 2022

**Position Enquiries/Applications:** Rebecca Dickens – [programs@latrobe.edu.au](mailto:programs@latrobe.edu.au)

**Only candidates with full working rights in Australia may apply for this position.**

**Please submit a digital application ONLY and include the following documents to the above email address:**

- Cover letter; and
- An up to date resume

# Position Description

## Activity Leader

### Position Context

La Trobe Sport is a University initiative with the strategic goal of developing La Trobe University into the University of choice for Sport in Australia.

La Trobe Sport facilitates programs, partnerships, research and course developments to enable La Trobe to be the leading university in Australia for sport-related teaching and research, to support student participation in sport and sport related clubs and to actively engage the local community and schools through the use of its sporting facilities and sport services.

La Trobe Sport was established to drive the implementation of the Plan for Sport at La Trobe that involves a range of activities:

- Develop teaching and learning opportunities related to sport
- Build the university research capacity related to sport
- Develop sporting partnerships that enhance teaching, learning and research
- Facilitate new and existing academic programs related to sport
- Facilitate coordination across student services and facilities management to maximise opportunities for club sport and sport partnerships with community and school sport groups
- Support the development of new infrastructure to enhance the sport and sport related programs at La Trobe
- Manage the La Trobe University sport-related partnerships and sponsorships

The primary purpose of this position is to facilitate fun and exciting children's sporting programs across all La Trobe Sport Programs.

Successful candidates will need to be confident, outgoing and energetic all while maintaining a high level of organisation to ensure all La Trobe Sport 'Active Kidz' come home safely a true once in a lifetime experience. As well as being physically capable to demonstrate the appropriate physical activities, the successful candidate should have a love of physical activity and sport and the benefits of teaching it to young children.

### Duties at this level may include:

- Facilitate fun and exciting sporting activities both aquatic and dry (e.g. basketball, netball, football, tennis etc) for a range of children.
- Communicating with a diverse range of children from various backgrounds. Liaising with parents and guardians to ensure their children's needs are met all the while balancing the La Trobe Sport program outline.
- Upholding La Trobe University Child Safety Standards as well as the ability to provide initial first aid treatment within the competencies of acquired training.
- Assisting in the safe and efficient setup and pack down of all La Trobe Sport Programs.
- Attending relevant meetings and training sessions

### Special Requirements:

Ability to work flexible hours including weekends.

### Required Qualifications

- HLTAID011 First Aid Level 2
- HLTAID009 CPR

### Desirable Qualifications

- Working at Heights Certification
- Coaching experience in any sport

### Essential Compliance Requirements

To hold this La Trobe University position the candidate must:

- Hold, or be willing to undertake and pass, a **Victorian Working with Children Check** (employee); AND
- Take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

### Key Selection Criteria

#### ESSENTIAL

1. Experience and passion for working with children
2. Sound communication & conflict resolution skills with the ability to work with a diverse range of children and parents.
3. Outgoing and engaging personality with the confidence to clearly communicate to small and large groups.
4. Ability to work in a team and contribute to fostering a connected, innovative, accountable and caring culture.

### La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use Only

Initials:                      Date: