

POSITION DESCRIPTION – SQUASH CENTRE ASSISTANT

POSITION TITLE:	Play Move Learn Facilitator
REPORTS TO:	Carrara Squash Centre Manager
EMPLOYMENT:	Casual position
LOCATION:	Carrara Squash Centre - Carrara

PURPOSE OF THE ROLE

The Play Move Learn Coordinator will be primarily responsible for the promotion and delivery of the PML program at the Carrara Squash Centre. This includes facilitating, enhancing and delivering the program. The program is 8 weeks in length and intended to span the length of a school term.

The program is designed for the enjoyment and engagement with children aged between 3-7 years in a safe environment. PML encourages children to try out different sports and encourage them to lead a healthy, active lifestyle.

KEY RESPONSIBILITIES

- 1. To engage with young participants of the program and modify the program as required.**
- 2. To communicate and engage with parents of the participants.**
- 3. Keep detailed record of participant details and numbers and provide reporting to the Carrara Squash Centre Manager.**
- 4. Assist with the marketing and promotion of the Play Move Learn program at the Carrara Squash Centre.**
- 3. Track the progress of the program and continue to provide insights to develop PML.**
- 4. As this role involved working with children, the successful applicant must hold and maintain a valid “Working with Children” Blue Card.**
- 5. The successful applicant will also be required to have an up to date First Aid and CPI certificate**
- 6. Health and Safety**
 - Health and safety is everyone’s responsibility.
 - Always act in a way that does not endanger yourself or others.
 - Report any injuries, accidents and near misses etc immediately to the Centre Manager.