

Position description

OOSH Educator / Relief Educational Leader (Part Time)

Position code:	370
Division:	Community Development and Participation
Location:	Narooma OOSH Centre
Band/Grade:	Operational Band 1 Level 4 – Grade 7

Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative

We ask for and share ideas, insights and knowledge.
We find strength and reward in working together.

We are respectful

We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit

We nurture and value our relationships, bringing out the best in each other.

We are professional

We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting

We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To assist in the provision of Out of School Hours (OOSH) services

Main duties and key result areas (KRA):

1. Assist in the provision of the Centre's educational program that includes social and recreational activities based on the needs, interests and abilities of the children.
KRA: Service policies and procedures are complied with and program demonstrates consistent delivery of quality programs based on children's needs.
2. Provide high levels of customer service and information on the service to families as required.
KRA: Service is promoted and high levels of client satisfaction is evident.
3. Work to the requirements of the National Education and Care Regulations and Standards to provide a happy, safe and healthy environment.
KRA: Demonstrated awareness and application of current education and care regulation requirements, laws, and standards.
4. Assist the supervisor in the operation of a quality OOSH service and relieve the supervisor as required including preparation of afternoon tea, menu planning and participate in the induction of new staff, children and families.
KRA: Service is run to required standards and evidence of attending required meetings, training and professional development.
5. Participate in the OOSH service systems and procedures for continuing quality improvement.
KRA: Evidence of ongoing feedback and input into quality improvement requirements to meet or exceed accreditation standards.
6. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
7. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/experience (selection criteria)

Essential:

1. Must be 18 years of age or over at the time of appointment.
2. Demonstrated interest in, and enjoyment of, working with children aged 5-12 years.
3. Understanding of the social and recreational needs of children aged 5-12 years of age.
4. Ability to work as part of a team.
5. Enthusiasm, energy and initiative.
6. Willingness to participate in all aspects of the daily operation of the Centre.
7. Ability to work as supervisor when required, including team leadership skills and experience, experience in planning activities for children, record keeping and money handling skills.

Desirable:

1. Currently studying or completed recognised early childhood and/or teaching qualifications.
2. Workplace experience in the early childhood field.

Licence and qualification requirements

Mandatory licences and qualifications required prior to commencement

1. Current Class C Driver Licence.
2. Current First Aid Certificate (including current Cardiopulmonary Resuscitation and Asthma and Anaphylaxis Management) in Education and Care.
3. Approved Child Protection Certificate.
4. Food Safety Supervisor Certificate (or willingness and ability to obtain within three months following commencement).

It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence to apply for this position.

A verified clearance as a result of a Working with Children Check is a requirement for this position as well as a satisfactory outcome as a result of a National Criminal History Record Check.

The requirements outlined in Eurobodalla Council's policies and codes of practice apply to all employees of Council.

Supervisor:	Coordinator Children's Services
Date:	October 2026

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Conditions of employment

Position title:	OOSH Educator / Relief Educational Leader (Part Time)
Grading:	Grade 7 of Council's salary system
Salary range:	In the range of \$38.03 to \$41.29 gross per hour comprising: • \$33.96 to \$36.87 base salary • \$4.07 to \$4.42 superannuation (calculated at 12%)
Award:	Local Government (State) Award 2026
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Working with Children Check:	It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Appointment to this position is subject to verified clearance as a result of the Working with Children Check.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-employment medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-employment medical examinations are at Council's expense.
Vaccinations:	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.

Hours of work: Part-time, 42 hours per fortnight. Hours currently arranged as:

Monday to Friday 2:00pm to 6:00pm

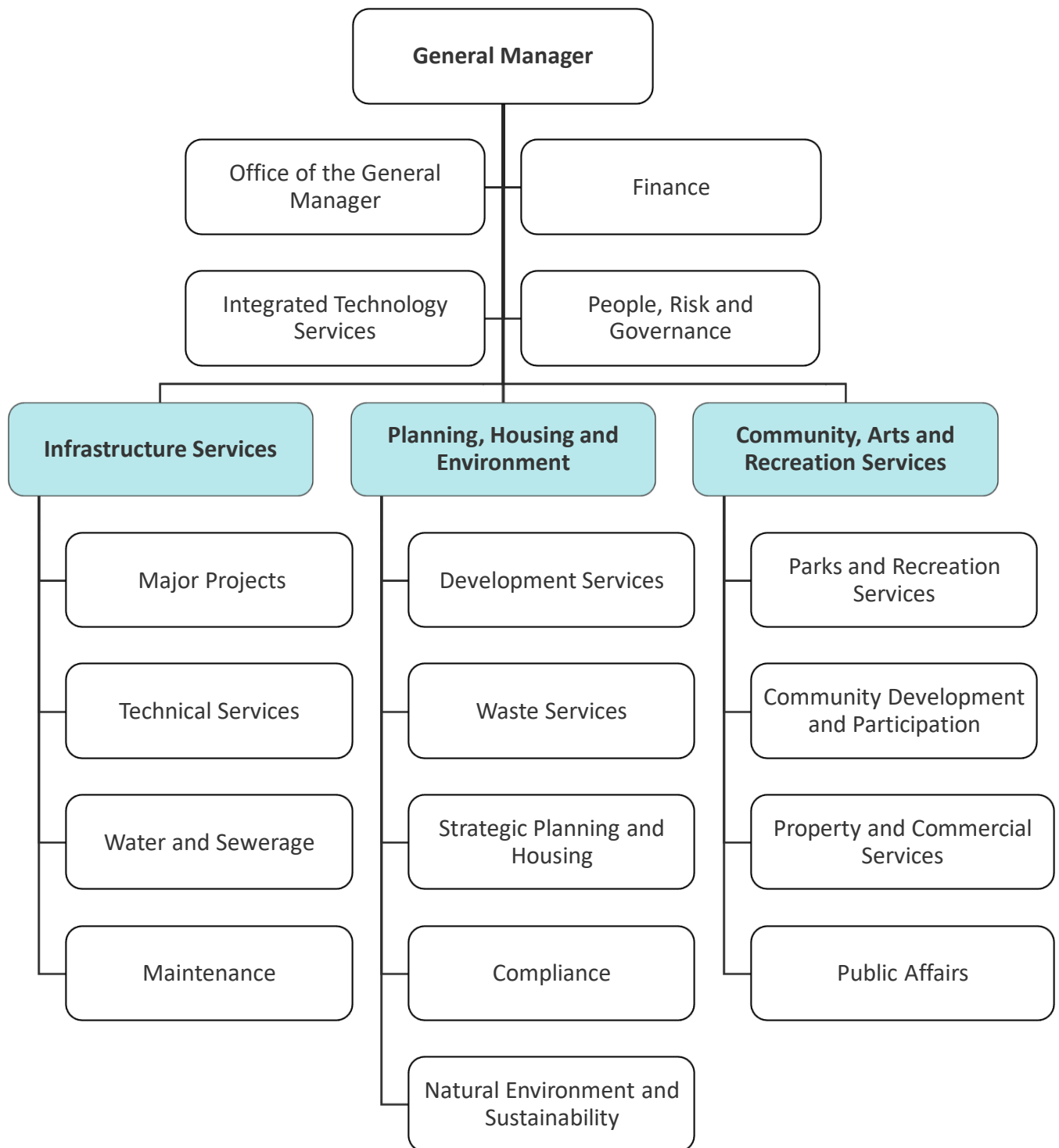
During school holidays you may be required to work additional hours depending on programming requirements. Your working hours during this period should be arranged by agreement with your supervisor.

Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Location: Based from the Narooma Out of School Hours (OOSH) Centre located on the grounds of Narooma Public School.

Leave entitlements: Pro rata of full time entitlements will apply. Full time entitlements are 4 weeks Annual Leave per full year of service, 3 weeks of Sick Leave and 1 week of My Leave.

Organisation chart



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