

POSITION DESCRIPTION

Business unit:	Mancel College
Position title:	Coordinator of Co-Curricular and Community Engagement
Employment type:	Full Time
Reporting to:	Deputy Principal - Student Wellbeing and Operations
Date reviewed:	November 2022

Primary Purpose – Vision, Mission and Strategy

The vision for Language Disorder Australia is to ensure extraordinary outcomes, beyond what anyone imagined possible, for children and young people with Language Disorder.

Our mission is to educate, support and advocate for children and young people with Language Disorder, so they can connect, belong and achieve.

The role of the Coordinator of Co-Curricular and Community Engagement contributes to this vision and mission, and Language Disorder Australia’s Strategic Objectives, by providing the full range of co-curricular and community engagement services to Mancel College to:

- Ensures high levels of participation in co-curricular and community programs
- Facilitate quality pathways for both individual and collective growth, success and excellence in sport and other activities.

Co-Curricular and Community Engagement services provided by the Coordinator of Co-Curricular and Community Engagement include designing, coordinating and implementing the full range of the Mancel College Co-Curricular program under the direction of the Deputy Principal, Student Wellbeing and Operations and in conjunction with the Language Disorder Australia Values. This role is also an active member of the Mancel College Teaching Team.

Working Relationships

- The Coordinator of Co-Curricular and Community Engagement reports to the Deputy Principal - Student Wellbeing and Operations
- The Coordinator of Co-Curricular and Community Engagement will develop and maintain effective working relationships with all students, managers, employee and workers at Language Disorder Australia as well as with external Stakeholders, including but not limited to:

Internal

- Principal
- Mancel College Coordinators & Coaches
- Leaders and Managers
- Students
- Parents/Guardians
- Allied Health Employees
- Mancel College Employees
- Corporate Employees
- Volunteers
- Contractors
- Professional Placements

External

- Independent Schools Queensland
- Tertiary institutions
- Other external parties relevant to the needs of co-curricular and Community Engagement coordination responsibilities

Language Disorder Australia Values

Our values are:

Service – We put the interests of others above our own and actively seek out opportunities to help.

Passion – We love what we do and show this through our enthusiasm, energy and positive mindset.

Excellence – We have high expectations of ourselves and each other, and continually strive to be better tomorrow than we were today.

Accountability – We accept responsibility, do what is expected of us and are answerable to each other.

Kindness – We are friendly, generous, and considerate in everything we do.

Empowerment – We deliberately enable others, develop their agency and voice, and are committed to their success.

Respect – We show through our everyday actions that we value others as unique individuals, entitled to our high regard and dignity, honouring their difference and contribution.

Main duties and responsibilities

Program Management and Operations

- Assist with the compilation and maintenance of current information, booklets and other materials necessary to the efficient operation of all programs.
- Ensure effective communication is maintained with all employees, parents and students involved in, or affected by, the co-curricular programs.
- Assist in preparing regular reports for Language Disorder Australia's newsletter/s and other relevant publications and in the maintenance and updating of any other communication mechanisms.
- Assist with the organisation of presentations and announcements, as required, for Mancel College assemblies.
- Lead the organisation and selection of the student representatives for the co-curricular programs and activities.
- Lead the organisation and convening of Mancel College's internal carnivals.
- Assist with the organisation and travel on sport tours, camps and excursions.
- Assist in ensuring that employees and coaches within the co-curricular programs are aware of, and implement, all relevant Workplace Health and Safety and duty of care requirements.
- Develop positive relationships with students and employees and encourage their active participation in the co-curricular program.
- Respond to parent and student enquiries and concerns regarding the co-curricular program.
- Liaise with the Deputy Principal, Student Wellbeing and Operations in overseeing all co-curricular programs, providing support, encouragement and advice, as needed, to employees and coaches.
- Assist the Deputy Principal, Student Wellbeing and Operations and the Enrolments Manager, in the organisation and overseeing of any events for community engagement.
- Responsible for the organisation of Mancel College teams involved in regular sporting competitions.

General Duties

- Oversee the usage, maintenance and stocktake of equipment and other resources, including indoor and outdoor facilities used by the programs.

Teacher

- The duties and responsibilities as described in the Mancel College - Teacher position description are also applicable to the position of Coordinator of Co-Curricular and Community Engagement

Other

- Comply with relevant WHS legislation, policies, procedures and instructions
- Participate in other related activities as directed by the Deputy Principal - Student Wellbeing and Operations
- Support the Deputy Principals on relevant projects
- Assist and relieve other positions from time to time

Qualifications, knowledge, skills and experience

Qualifications / Registrations / Professional memberships

Essential:

- Relevant tertiary qualifications in teaching
- First Aid Certificate (HLTAID001 & HLTAID003/HLTAID004) (& ongoing maintenance)
- Registered with Queensland College of Teachers

Knowledge, skills and experience

Essential:

- Experience in HPE teaching
- Experience developing successful co-curricular programs ensuring relevant sequencing and a strategic approach.
- Experience and expertise in coordinating athletics, sport, cultural and community engagement/ development programs.
- A passion for encouraging young people to live an active life and reach their co-curricular goals.
- Exceptional organisational, administrative and operational skills.
- A well-developed knowledge of risk management, legislation, compliance, policies and procedures relevant to this position.
- Demonstrated time management skills with a proven ability to prioritise tasks to meet competing deadlines in a busy environment.
- Well-developed communication, interpersonal and negotiation skills necessary for productive working relationships with internal and external stakeholders
- Excellent computer skills across the Microsoft Applications Suite including Word, Excel, SharePoint, and PowerPoint.
- Ability to successfully participate as a team member, with recognition of the necessity to follow instructions at specified times.
- Ability to understand and comply with the policies and procedures
- A commitment to self-improvement through professional learning

Mandatory Requirements

- Relevant Working with Children check. i.e. a current Blue Card, Exemption Card, QCT registration or other acceptable evidence
- Australian Driver Licence (Class C)
- Up to date relevant vaccinations (including Covid vaccinations and boosters)

Signature

I have read and understood the attached position description. I have signed below to indicate my understanding.

Signed: _____ Date: ____/____/____

Print name: _____