

Far West NSW

Casual Assistant Facilitator/ Assistant Coach

Position Description

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| Context | <p>In 2020 Creating Chances commenced the delivery of programs with 5 Schools in the Dareton/ Wentworth region of Far West NSW.</p> <p>This Casual role will provide,</p> <ol style="list-style-type: none"> 1- Onsite support to school-based programs being delivered remotely from Sydney 2- Onsite support during face to face program delivery during week long by Creating Chances Head Facilitators, one visit per term <p style="text-align: center;"><i>This role is due to commence in March 2022</i></p> |
| Primary Responsibility | <p>An Assistant Facilitator/Assistant Coach is responsible for assisting the Head Facilitator/Head Coach in delivering regular life skills sessions to various schools and community groups. The assistant facilitator has completed, or is in the process of completing, the Creating Chances Facilitator training course (<i>see Roles and Responsibilities</i>) and has basic experience working with diverse groups of young people.</p> |
| About Creating Chances | <p>Creating Chances (CC) is a medium-sized, for-purpose social enterprise delivering an evidence based positive youth development pathway using sport. CC is an organisation that was born out of a joint initiative between Football United (FUn) University of New South Wales (UNSW) and the Rugby Youth Foundation (RYF) to develop innovative life skills through sport programs and provide regular access to sport and physical activity.</p> <p>Since 2014, Creating Chances Program has grown extremely quickly across Western Sydney, the Central Coast and the Illawarra with a reach into 100 Schools. In 2021 we commenced programs in Armidale and Far West NSW.</p> |
| Our Values | <p>Integrity: We are honest, respectful, open, ethical, and fair.</p> <p>Collaboration: We leverage collective genius by encouraging, supporting and collaborating with others inside and outside the organisation</p> <p>Growth: We provide and pursue opportunities to learn, grow and develop skills that lead to advancement</p> <p>Diversity: We know it takes people with different ideas, strengths, interests, and cultural backgrounds to make our organisation succeed. We encourage healthy debate and differences of opinion.</p> <p>Innovation: We develop innovative solutions to address the needs of young people.</p> <p>Passion: Passion means we use our drive and commitment to energise, engage and inspire others.</p> <p>Celebration: We appreciate and recognise each other's achievements</p> |
| Location | Dareton/ Wentworth region of NSW |
| Position Type | Casual |
| Award | SCHADS Award Level 1 |
| Reports to | Pathways and Training Manager |
| Commence date | March 2022 |

KEY SELECTION CRITERIA

Qualifications

- Sports Coaching Accreditation (Any sport)
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Experience

Minimum 1 term voluntary/intern Creating Chances Facilitation or Football United Coaching experience (at least 9 sessions)

OR

At least 3 months experience working with children and young people (ages 8-25 years) as a coach or youth worker

Required Skills & Attributes

Organisational skills: Good organisational, planning and time management skills with an ability to prioritise workload

Adaptability and self-motivation: Adapt to changing circumstances and takes advantage of emerging opportunities, adapts procedures to address what is most important

Team player: Works with others in a spirit of trust and teamwork; works with others to establish and achieve common goals

Cultural humility: Respects different beliefs, customs and values. Acknowledge differences and accepting others

Tech savvy: Basic level skill with Microsoft applications especially Excel, Word and PowerPoint

Youth Facilitation Skills: Ability to build positive relationships with young people

ROLES & RESPONSIBILITIES

Primary Roles & Responsibilities

Planning & Delivery

- Plan activities according to session objectives set by Head Facilitator/Head Coach
- Prepare session materials in advance as determined by Head Facilitator/Head Coach
- Assist Head Facilitator/Head Coach in delivering sports activities highlighting key life skills messages

Administration & Reporting

- Support Head Facilitator in completing program administration and reporting duties

Communicate

- Support the documentation of the program by capturing photos and observations
- Communicate closely with Head Facilitator and Program Coordinator regarding any concerns, highlights, challenges, cancellations

Training Requirements

Support will be provided to attend training events in Sydney and access to additional training and facilitation team events can be accessed online.

- Creating Chances Facilitator Training 2 day "Be Legendary" Workshop
- Creating Chances Child Safeguarding Training
- Quarterly "Legends Connect" meetings

Policy Expectations

Creating Chances drives a child safe culture across the organisation.

Our policies exist to promote and ensure the wellbeing of the children and young people taking part in all Creating Chances Programs, Events, and Activities as well as ensuring the well-

being of staff and volunteers. Our policies ensure that all those responsible for the welfare of young people:

- Understand their duty of care and responsibilities
- Are suitably recruited, selected and trained to fulfil these
- Understand the procedures for responding to concerns about the welfare of the young person
- Can act on these appropriately and effectively

All Creating Chances staff must comply with our Children Safeguarding and Workplace Health and Safety obligations.

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| Pre-employment checks | <ul style="list-style-type: none">• Must have a Paid Working with Children Check (WWC)• Must have Right to Work Documentation• Must provide 100 points ID |
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