



# OSHC Coordinator



**Mary Help of Christians OSHC, Toormina: BSC,  
ASC and VC (6.45am – 6pm)  
St Augustine's OSHC, Coffs Harbour: ASC and VC (7am-6pm)**

*Full time hours are shared across the sessions and are a mix of administration time and working as part of the child staff ratio. Staff: child ratio is 1:12.*

This is an exciting opportunity to be part of our OSHC service expansion.

The Diocese of Lismore is the Approved Provider for 7 Early Childhood Education (ECE) Services and 6 Outside School Hours Care (OSHC) Services across a region extending north to Tweed Heads and South to Laurieton.

Two dynamic positions have become available to establish new OSHC services at Mary Help of Christians Primary, Toormina and St Augustine's Primary, Coffs Harbour. Both roles will commence in December 2019 to establish the service for opening on 28 January 2020.

The OSHC Coordinator assumes the role of Nominated Supervisor and is responsible for the day to day organisation, management, program development, safety of children and leadership of the OSHC service. You will be supported by a dynamic organisation committed to service development and improvement.

Our OSHC philosophy is to provide each child with a diverse range of outside school recreation and leisure play based activities within a program where children can grow, form relationships, be enriched and nurtured.

If you are an experienced ECE or OSHC Coordinator or Responsible Person/Team Leader, bring a mature, positive and reliable approach to this role, and you are ready to enjoy the challenge of establishing a new community focused service for primary school aged children, we welcome your application.

## **ESSENTIAL CRITERIA:**

- Minimum Diploma in Children's Services or equivalent
- Demonstrated knowledge of the National Quality Framework (Law, Regulations and Standards) and My Time Our Place Learning Framework for School Aged Care
- Current Working with Children Check and Criminal History Record Check
- Current and required Child Protection Training
- Current First Aid Training including anaphylaxis and asthma management and annual CPR update.
- Demonstrated ability to bring collaborative leadership to the role, form relationships and communicate effectively with children, families, team members and school / parish communities.

**HOW TO APPLY:** Eligible applications must include a current resume and a covering letter detailing how you meet the qualifications and skills required as detailed in the position description.

Applicants must have the legal right to work in Australia, and will be subject to pre-employment screening in accordance with Child Protection Legislation.

For enquiries about applying for the position please contact the Recruitment Coordinator: Glenda Graham (02) 6627 6270.

Information about the new services and the positions can be made to the Early Childhood Education Officer: Marina Hynes on 0417 213 191 or [marina.hynes@lism.catholic.edu.au](mailto:marina.hynes@lism.catholic.edu.au)

Applications close Tuesday 8 October 2019. Interviews will be held on the 17/18 October 2019.