Kowanyama Aboriginal Shire Council

Position Description

Sport & Recreation Support Worker

Job Title:	Sport & Recreation Support Worker
Award:	Queensland Local Government Industry Award (Stream B) - State 2017
Division:	Division 2, Section 3 – Health, Sport and Fitness Services
Classification:	Support Staff – Level 1 - 2
Employment Type:	Casual
Department:	Community Services
Reports To:	Sport & Recreation Manager
Approved:	Kevin Bell, Chief Executive Officer
Version Date:	5 November 2025

Position Objective

To support the effective delivery of sport and recreation activities by assisting with program delivery, participant engagement, equipment setup and pack-down, and basic cleaning of facilities. This role aims to promote healthy, active lifestyles and ensure that community facilities are safe, clean and welcoming for all users.

Position-Specific Key Responsibilities

- Assist in the delivery of sport, recreation and health initiatives aligned with Council's Operational Plan.
- Help plan, set up, supervise, and pack down activities, programs and community events.
- Promote programs and encourage participation in relevant activities, classes and events.
- Provide hands-on support to coaches and volunteer staff.
- Assist in raising public awareness of health and fitness issues and promoting participation in sport, particularly amongst underrepresented groups.
- Offer coaching and supervision when appropriate or as required
- Maintain cleanliness and presentation of indoor and outdoor recreation spaces.
- Carry out tasks such as sweeping, mopping, emptying bins, restocking supplies and cleaning amenities.
- Report hazards or maintenance issues to the Sport & Recreation Manager.
- Ensure equipment is cleaned, stored safely, and ready for use.

Selection Criteria

Essential

- Must hold a current Blue Card (Working with Children Check)

- Strong interest in sport and recreation activities
- Ability to undertake strenuous exercise and physical activities
- Ability to organise promote and co-ordinate recreational programs A proven capacity to work with Aboriginal and Torres Strait Islander families, Elders and community members in a group based and culturally sensitive context
- Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people. Experience working and living in remote areas and/or aboriginal communities would be highly regarded.

Desirable

- Certificate II in Community Sport and Recreation

Key Performance Indicators

Functions:	• Assist in the delivery of sport, recreation and health programs in line with Council's Operational Plan. • Support the planning, setup, supervision, and pack-down of community activities and events. • Engage with community members of all ages to promote participation in sport and recreational opportunities. • Assist coaches and volunteers by providing practical support during sessions and events. • Promote inclusive participation, with a focus on engaging underrepresented groups, particularly Aboriginal and Torres Strait Islander youth. • Help raise awareness around health, fitness, and wellbeing through community outreach and program support. • Maintain equipment and facilities to ensure a clean, safe and welcoming environment for program participants.
Administration and Reporting	• Maintain accurate records of attendance, participation, incidents, and equipment usage. • Support the Sport and Recreation Manager by preparing simple reports, collating feedback, and providing updates on program outcomes. • Ensure all documentation is completed in a timely manner and stored in line with Council policies, procedures, and confidentiality requirements. • Assist with the promotion of programs and activities through flyers, community boards, and verbal communication.
Attendance:	• Arrive at work on time. • All absences to be notified to your supervisor prior to commencement of workday.
Customer Service:	• Maintain a high level of customer services towards all clients. • No substantiated complaints. • No breaches of confidentiality.
Workplace Health and Safety:	• Follow Council OH&S policies, rules and guidelines. • Contribute positively to improvement initiatives. • Demonstrate a strong focus on workplace safety in accordance with Industry standards.
Adherence to Council's policies and procedures:	• Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. • No breaches of Council's policies and procedures.

Corporate Responsibilities

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area and once shift is completed leave site directly after hand over.
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence and only work the rostered hours assigned by management.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives.
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

Organisational Relationships

Reports To:	Sport & Recreation Manager
Internal Liaison:	Chief Executive Officer and all Kowanyama Aboriginal Shire Council employees and Councillors
External Liaison:	Community members, including Traditional Owners, State and Federal Government departments and agencies, suppliers and contractors

Mandatory Requirements

- Blue Card
- Police clearance

Position Description Authorisation

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.