

Position Description

Role Overview

Role Title: Educator	Department: Service Delivery
Employment type: Casual, Permanent part-time	
Role Reports to: Regional Manager	
Primary Work Location: Various	
PD Author: Barbara Elvin	PD Revision date: 21 February 2023

Camp Australia Values

At Camp Australia, our values: courage, gratitude, respect, joy and belonging, underpin how we act and behave.



The choice to be adventurous, own our decisions, take action and trust others to do the same.



The act of being thankful and appreciating each other and the work we do.



The courtesy, kindness and care we show each other, all cultures and the environment.



The feeling of joy and fulfilment we achieve from being in the best place to do the work we love.



The sense of belonging we create by welcoming, understanding and including everyone.

Role Purpose

The educator role supports our school partnerships and the families who entrust their children to our care. You will support the responsible person to deliver the onsite educational program. You are an active team member who educates and cares for the children who use the program and guides children's growth. You model behaviours that support each child to grow and achieve their developmental outcomes.

Major Accountabilities

Service Delivery

- Participate in the setup of programmed activities for children and assist with set up and pack down where required.
- Contribute to the cleanliness and presentation of the service.
- Attend compulsory Camp Australia Inductions
- Attend Camp Australia professional development sessions to increase knowledge and skill base.
- Assist in the provision of breakfast and/or afternoon tea to the children within the service.
- Ensure safe food handling and hygiene practises at the service are always upheld.
- Undertake other activities in the concern of safety and effective operations of the service at the request of the Regional Manager, as required.

Safety

- Consistently apply Camp Australia Child Safety and Supervision policy, practice, and practises.
- Ensure all children are actively supervised at all times.
- Provide safe, fun experiences, and effective care to children in line with Camp Australia and National Quality Framework (NQF) principles under the guidance of the service Coordinator.
- Adhere to the current child to staff ratios as per NQF requirements.

Service Compliance

- Ensure Camp Australia uniform is always worn during service times, including Camp Australia branded top and name badge.
- Display a current and valid Employment Working with Children Check Card/Blue Card/National Police Check as appropriate and have a copy of your Staff Record with you at all times during shifts.
- Respond to incidents within the service promptly and within Camp Australia and NQF guidelines and notify the coordinator immediately.
- Actively maintain their team member record working with the Camp Australia records team.

Service Quality

- Utilise behaviour management techniques in line with Camp Australia and NQF principles under the guidance of the service Coordinator.
- Develop and foster relationships with the children and their parents which promotes good quality care, safety, respect, and trust.
- Respect the confidentiality and privacy of all information held within the service or shared with you either directly or indirectly regarding children, parents, and other staff.
- Assist the coordinator with completing observations and daily reflections.

Working Relationships

Internal

- Children and parents
- Your OSHC (Outside School Hours Care) Coordinator
- Camp Australia Team Members
- Regional Manager

People and Culture Team

External

- School Stakeholders:
 - Principals
- Parents and children
- External Incursion/Excursion Providers

Decision Making Authority

- Decision making in accordance with Camp Australia's delegated authority policy.
- Ensure that all policies and procedures are understood and being always followed.
- To identify where activities / programs are not delivering on the needs of the children in service.
- Be actively engaged in the delivery of the program.

Essential Experience

- Current certification or currently studying a Certificate III or Diploma in Children's Services, Outside School Hours Care, Community Services, Youth Recreation or other gazetted course.
- A current and valid Supervisor Certificate or willingness to immediately obtain one if eligible.
- A current and valid First Aid Level 2 Certificate
- A current and valid CPR Certificate
- A current and valid Anaphylaxis Management Certificate
- A current and valid Asthma Management Certificate
- A current and valid Employment Working with Children Check Card/Blue Card/National Police Check
- Completion of the Camp Australia Induction process
- A personal email address

Critical Knowledge

- Genuine interest in working with children with the possibility of building a career in the industry OR entry level experience assisting in an OSHC service or related child care service.
- Commitment to providing a safe, fun and effective service to children in care.
- Ability to build effective relationships with children, parents, and fellow staff.
- A positive and enthusiastic approach to work
- Highly reliable and punctual with excellent communication skills
- Demonstrated commitment to and/or understanding of equal opportunity principles and occupational health and safety issues.