

## Coordinator - Weekend Activities

- 35 hours per week
- Maroubra Location
- Grade 4 Sacs Award (above award)
- Salary packaging available

Eastern Respite & Recreation is a not for profit community based organisation that provides a range of support services to people with a disability and their families living in Eastern Sydney.

The weekend team coordinates group activities for children, teenagers and adults with low to high support needs. As a Coordinator you are responsible for the design and delivery of approximately 7 individual programs that service approximately 100 individuals on weekend programs that incorporate a person centred approach. This includes the program planning, management and training of direct support staff and volunteers, liaising closely with families to enable staff to support individuals and responding to OH&S and operational requirements. Some weekend and after hours work may be required from time to time.

To be successful in the position, you will ideally have relevant tertiary qualifications or equivalent experience in the disability field and have extensive experience developing and coordinating programs for people with disabilities. You will have worked and managed both centre based and community programs and community activities as planned and You will have the ability to train staff and volunteers, along with experience implementing OH&S legislation in a community based environment.

To learn more about this position or to obtain a copy of the position description, please contact the HR Manager on 8347 7005 or [penny@easternrespice.com.au](mailto:penny@easternrespice.com.au)

To apply, please forward your resume along with a letter expressing your interest in the position to [penny@easternrespice.com.au](mailto:penny@easternrespice.com.au). A current NSW drivers licence is essential.

Closing date for applications is 30 July 2010.

It is a requirement of Eastern Respite & Recreation that successful applicants undertake a working with children check and criminal history check.

[www.easternrespice.com.au](http://www.easternrespice.com.au)