



Position Summary & Selection Criteria

Alice Springs Coordinator

Total Recreation NT
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Applicants are required to address all aspects of the Selection Criteria (in blue writing). This position is suitable for a person willing to be flexible in a team environment, working to achieve positive results for members.

ORGANISATION	Total Recreation NT Incorporated
POSITION	Alice Springs Coordinator
POSITION STATUS	Full time – 12-month contract (76 hours a fortnight)
SALARY	\$76,905 (L3.1) to \$87,971 (L4.1) (depending upon qualifications and experience)
EMPLOYER CONTRIBUTED SUPERANUATION	9.50 %
ANNUAL LEAVE	5 weeks per annum pro rata
PERSONAL LEAVE	13 days per annum pro rata
FIRST AID ALLOWANCE	\$33.60 per fortnight
VEHICLE ALLOWANCE	\$0.80 / km
RESPONSIBLE TO	Executive Director of Total Recreation

SALARY SACRIFICE	Total Recreation has in place the opportunity for any permanent staff member to take up salary sacrifice. This option can be negotiated with the Executive Director on completion of a three month trial period.
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ORGANISATION INFORMATION	Total Recreation is a community-based organisation, led by a volunteer Board The organisation is funded by the Northern Territory Government and the National Disability Insurance Scheme (NDIS).
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CONDITIONS OF EMPLOYMENT	Total Recreation has in place an agreement with employees as per Fair Work Australia Act 2009. Terms of employment are set out in the Total Recreation Enterprise Agreement 2012 for all staff members and are to be adhered to at all times.
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SELECTION CRITERIA <u>ESSENTIAL</u>	<ul style="list-style-type: none"> • Current NT driver's license • Current criminal history check • Current Police Clearance - Working with Children 'Ochre Card' • First Aid Certificate
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SELECTION CRITERIA <u>DESIRABLE</u>	<ul style="list-style-type: none"> • Recognised qualifications and/ or experience in sport, recreation, fitness and/ or disabilities. • Ability to work with individuals and small groups to achieve identified goals • Ability to plan, deliver and review programs across a range of activities. • Proven networking skills to development partnerships with members, their families and other providers. • Ability to lead a small team to achieve organisational performance outcomes.
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