

AVAILABLE POSITION

Part Time Director



POSITION DESCRIPTION

The position of Part Time Director for Charlie's OOSH involves the oversight of Charlie's OOSH campuses at Charlton Christian College and Maitland Christian School. The Director will work closely with Co-Ordinators from both campuses to support and lead them in their roles.

TRAINING LEVEL OR QUALIFICATIONS

A qualification in Early Childhood is desirable, however not required for this position, provided the applicant meets the stated criteria as set out below.

POSITION REQUIREMENTS

The successful applicant for this position will be required to demonstrate:

- Strong leadership skills
- Administrative skills
- Staff management skills
- Problem solving skills
- An understanding of the OOSH/Early Childhood sector
- Experience working with children
- Programming abilities
- Interpersonal skills with staff, families and children

TECHNICAL SKILLS

The successful applicant will have the ability to show self-direction in acquiring and applying knowledge of a range of technical IT applications, such as:

- Xplor childcare management software
- Google Drive
- Microsoft Word
- Zoom
- General email
- Social media communications
- An ability to learn and understand the Child Care Subsidy and its application to OOSH

HUMAN RESOURCES AND RELATIONS

The successful applicant will have the ability to support and contribute to the recruitment process.

Such skills would include:

- Advertising positions
- Processing applications,
- Liase with candidates,
- Conduct interviews in liaison with co-ordinators and the Approved Provider
- Induct any new employees into Charlie's OOSH

In addition, the Director will need to how discretion and judgement in relation to information, communication and privacy when dealing with sensitive matters in child protection, family court orders, employee reportable conduct, industrial and staff performance matters.

SPECIFIC DUTIES

The Director's duties include, but are not limited to:

- Collaborating with Approved Provider and OOSH Co-Ordinators in the day to day management of OOSH including an on-site visit to each campus each week
- Managing enrolments, bookings and family enquiries
- Liasing with Co-Ordinators in preparing and implementing Before School, After School and Vacation Care programs
- Managing staff and rosters in collaboration with Co-Ordinators
- Learning, understanding and implementing a Quality Improvement Plan for both campuses
- Planning and implementing staff development opportunities
- Liasing with business managers at both Charlton Christian College and Maitland Christian School in matters relating to them

PROFESSIONAL AND PERSONAL CHARACTERISTICS

The successful applicant will:

- Demonstrate professionalism
- Exhibit strong Interpersonal Relationships
- Accept responsibility and be accountable and adaptable

- Respond positively to direction and accountability
- Demonstrate a willingness for updating and learning new skills
- Identify and initiate ongoing improvement in systems and procedures
- Show initiative
- Demonstrate a servant heart
- Manage time, prioritising, multi-tasking, attention to detail and follow-through / completing tasks
- Foresee problems and plan and work to avoid them
- Identify and resolve issues before or when they occur
- Meet work deadlines
- Communicate at a very high level both verbally and in writing
- Work effectively as an individual, in a team and across both campuses of Charlie's OOSH
- Demonstrate respect for their staff, particularly empowering Co-Ordinators in their role
- Show love and care for children and families

POSITION DETAILS:

Position Title:	Part Time Director
Employment Status:	Part Time, 15-20hrs per week Potential for some hours to be off-site/work from home
Time Allocation:	6 Months minimum, ongoing potential
Annual Leave:	Pro Rata
Main Purpose:	Oversight and leadership of Charlie's OOSH
Directly Responsible to:	Approved Provider

If you believe you have the abilities and skills required for this position, we'd love to hear from you. Please send your resume to charlton@charliesoosh.nsw.edu.au. Applications close on 1st March 2022.