MACC Club Coordinator - ROLE STATEMENT
(20 hours per week with possible extension to 32.5 hours)

The role of the MACC Club Coordinator will be to oversee the direction of the entire program, including preparation and delivery of the educational programs, management of supporting staff, administration and a high level of proactive communication with families. You will have dedicated administration time throughout the week, however, the majority of your working hours will be spent working with our children. MACC Club presently operates during School Terms only, however, we are seeking an applicant with a willingness to extend and improve our programs by possibly offering Vacation Care and Before School Care in the future.

Qualifications:

The preferred candidate will hold or be studying towards a qualification in:

- Children's Services, such as a Certificate III or Diploma in Children’s Services, a Certificate IV in OOSH or an Early Childhood or Primary Teaching Degree.
- A current First Aide Certificate
- A current Working with Children Check

Availability:

- Monday to Friday between the hours of 2.00pm – 6.00pm during the school term, with the possibility of negotiation for a Before School component of 6.00am to 8.30am and Vacation Care in School Holiday periods.

Key Responsibilities:

- Oversee the delivery of a high quality educational program in keeping with the Framework for School Aged Care in Australia, My Time, Our Place and in tune with the Vision and Core Values of Mount Annan Christian College.
- Manage day to day operations of the service including staffing and administration
- Provide children with a safe, secure, welcoming and nurturing environment
- Work collaboratively within a team to ensure the best outcomes for children and families
- Establish proactive and effective liaison and communication with parents and carers
- Increase enrolments through provision of quality programs
- Introduction of Vacation Care component
- Introduction of a Before School Care component
- Co-ordinate the process of becoming a rebateable service
- Manage all enrolments and other MACC Club enquiries
- All compliance matters regarding students in MACC Club