



JOB DESCRIPTION

JOB TITLE: Centre Coordinator

JOB TYPE: Part Time approx. 25-30 hours per week.

AWARD / AGREEMENT: Clerks – Private Sector Award 2010

CLASSIFICATION: Level 5

LOCATION: 5 George Street, Currie TAS 7256

SUPERVISOR/MANAGER: Management Committee President

MAIN DUTIES/RESPONSIBILITIES:

To coordinate the day-to-day operations and management of the Centre

- Ensure that the Centre is appropriately staffed and that members of the public are able to receive one-to-one assistance in the use of computers, smart devices and the Internet during the published opening hours
- Recruit, train and manage a pool of volunteers to assist in the operation of the Centre; including establishing work priorities and rosters and ensuring appropriate work standards are met
- Coordinate completion of contracted work for other community groups and organisations, including agendas/minutes of meetings, memberships and managing finances and payroll, including evening meetings.
- Manage the tourist information desk, including online booking system and telephone line, as part of KIRDO's contracted services with King Island Tourism Inc.
- Interpret and implement policy associated with the day-to-day operations of the Centre
- Implement initiatives consistent with the mission and goals of the Online Access Centre program including those that promote acquisition of basic computer skills, IT-enabled learning and access to online government services
- Keep financial and other records including statistics relating to the use of the Centre as well as analyze data and prepare reports as required
- Coordinate the maintenance of the community website and other community information databases to ensure that they are comprehensive and current sources of information about the local community
- Coordinate the maintenance of the Centre's equipment including hardware and software
- Attend meetings of the Centre's Management Committee and participate as an ex-officio member
- Undertake other relevant duties as directed by the supervisor

SELECTION CRITERIA

QUALIFICATIONS / CERTIFICATIONS:

- Cert III in Business Administration or equivalent experience
- First Aid certificate, or prepared to gain this qualification
- Working with Vulnerable People Check, or prepared to gain this check

EXPERIENCE:

- Demonstrated experience working with the public and volunteers
- Previous management experience in a community organization setting (desirable)

SKILLS:

- Excellent computer and technology skills including use of smartphones/tablets/ipads
- Excellent administration skills
- Financial / accountancy knowledge including accounts payable / receivable, payroll, BAS and superannuation, ideally with proven experience in a recent version of MYOB financial software
- Wordpress website content management