



I'm Still Learning Incorporated

Ph: 0451 717 401

Email: info@imstilllearning.org

Web: www.imstilllearning.org

Position Summary

Position:	Local Area Co-ordinator
Reports to:	Manager
Award	Educational Services (Post Secondary Education Award) 2020 – General Staff Level 1.1
Remuneration:	\$28.34 per hour plus Super
Hours:	On average 10 - 16 hours per month, with room for flexibility
Start date:	October 2022
Term:	Ongoing
Location:	Various

About I'm Still Learning

I'm Still Learning is a registered not for profit organization that provides education programs for people who live alone, care for others in their homes or for people who basically lack support. Our practical hands on courses include an 8-week Basic Home Maintenance course a 6-hour Basic Car Maintenance course and a Basic Cooking course.

Purpose

The role of the Local Area Coordinator is to ensure that each session of the Basic Home Maintenance course is run smoothly.

Responsibilities

- Transport props and materials to venue and back to base.
- Set-up, clean-up and pack up venue lifting boxes, props etc to a maximum weight of 10 kgs.
- Introduce volunteer instructors and participants.
- Brief participants and volunteers on safety requirements, location of toilets, exits and medical box.
- Distribute course notes to participants.
- Promote harmony between participants and volunteer instructors.
- Interact and liaise with participants and volunteer instructors.
- Maintain good order amongst participants under one's care and safeguard their health and safety at all times.
- Ensure all administration work is completed by participants and instructors and returned to the Manager.
- Report to Manager any incidents, issues, breakages or required purchases.



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Personal Attributes

- Good communication skills.
- Friendly with a good sense of humor.
- A person who can develop good relationships with internal and external stakeholders.
- Good time management and organizational skills.
- Forward thinking and committed to meeting the overall goals of I'm Still Learning.
- Work collaboratively with others.
- A good listener and attuned to the interests of participants and volunteers.
- First Aid certificate required training provided if necessary.
- A valid driver's license is required.

Key Relationships

- Instructors
- Participants
- Manager
- Venue Staff
- Other Stakeholders

Print Name:
Sign:
Date: