

A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

University Student - Sport & Recreation

Division	Community and Environmental Services	Department	Community Services, Sport & Recreation
Reports To	Team Leader, Sport & Recreation	Direct Reports	No

Position Purpose

This position will provide general administrative and operational support and assistance to the Sport & Recreation team.

Key Responsibilities and Outcomes

Operational

- Provide general administration and project support to the Sport & Recreation Unit.
- Provide general assistance to community, sport and recreation organisations.
- Be responsible for the routing of electronic and hard copy correspondence throughout the team in an accurate and timely manner
- Participate in staff training and development and contribute to a positive working environment.
- Work cooperatively within a team-based environment.

Values

At Moreton Bay Regional Council our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

Decision Making

Budget - NA

Delegations - Applies policies and refers to supervisor where advice required.

Knowledge & Experience

- Enrolment and progression towards a tertiary qualification preferably in a Sport, Business degree.
- Demonstrated ability to support positive customer engagement.
- Well-developed written and oral communication skills including the ability to engage with broad range of people.
- Demonstrated self-motivation, initiative and the ability to exercise independent judgement within the parameters of the role.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct employees to perform other duties at their discretion.