



RUMBALARA FOOTBALL NETBALL CLUB INC
ABN: 24 424 233 615
PO Box 2013 Shepparton VIC 3632
Mercury Drive, Shepparton VIC 3630
Tel: (03) 58 224 364 Fax: (03) 58 224 078
www.rfnc.com.au

Gowola Homework Club Coordinator Position Description

Position Description – Gowola Homework Club Coordinator for the Rumbalara Football Netball Club

REPORTS TO:	General Manager
LOCATION:	Shepparton
POSITION TYPE:	Casual (2.5 days per week)
CONTRACT TERM:	1 year
SALARY:	\$31.00 per hour
APPLICATION TO:	Bradley Boon – bradley.boon@rfnc.com.au

Organisational context

The Rumbalara Football Netball Club Inc (RFNC) is the largest Indigenous football and netball club in South Eastern Australia. The RFNC involves more than 400 Indigenous participants a month and is a vehicle for nurturing reconciliation and improving physical, emotional and spiritual well-being for the Goulburn Valley's Aboriginal community.

The RFNC was official launched in March 1997 after it was accepted into the Goulburn Valley Football League Division 2. In 2006 the club entered its third league, the Murray Football League and Murray Netball League.

More than just a sporting club, RFNC is making a positive difference to the lived experience of Aboriginal kids, their families and community. The club works closely with Aboriginal think tank the Kaiela Institute (KI) and the Dungala Kaiela Foundation (DKF) to improve the lives of Goulburn Valley's Aboriginal community.

RFNC provides community leadership in youth suicide prevention and health promotion and partners with a number of other organisations to strengthen community development and capacity to improve disadvantage.



RUMBALARA FOOTBALL NETBALL CLUB INC
ABN: 24 424 233 615
PO Box 2013 Shepparton VIC 3632
Mercury Drive, Shepparton VIC 3630
Tel: (03) 58 224 364 Fax: (03) 58 224 078
www.rfnc.com.au

Values

Loyalty Respect Passion Determination Integrity

Vision

To be nationally recognised as the leading Aboriginal Sporting Club for its success on and off the sporting arena, strong cultural identity, expression and celebration, and contribution to equal life opportunities for all Australians.

POSITION PURPOSE:

To coordinate the running of the Gowola Homework Club program during the Victorian School terms. This includes volunteer tutor recruitment, training and management, and ensuring that the program always operates to the child safety standards. The Coordinator must also communicate regularly with schools and students and be the point of contact for parents, as well organise transport. Staff also ensure that the room set-up is appropriate, that materials are ready for each session and learning goals are achieved.

KEY RELATIONSHIPS:

- Gowola Homework Club Coordinator reports to the RFNC General Manager.
- Gowola Homework Club Coordinator works closely with all RFNC, staff and volunteers.

ROLE AND RESPONSIBILITIES

VOLUNTEER ENGAGEMENT:

- Advertise for volunteers
- Ensure volunteers have access to a registration system, ensure registrations are filled out correctly
- Provide training to volunteers as required
- Ensure all volunteers have a current working with children check
- Monitor volunteer attendance and produce attendance reports after each session
- Debrief with volunteers at the end of each session
- Maintain a register of volunteers

STUDENT ENGAGEMENT:

- Ensure students have access to a registration system
- Ensure registrations are filled out correctly.
- Monitor student attendance and produce attendance reports after each session
- Communicate with parents where necessary in regard to student behavior or participation
- Maintain a register of students

SCHOOL ENGAGEMENT:

- Communicate with schools of students registered to ensure the school is aware of the transport plan
- Seek feedback from schools in regard to performance of GHC and students

COORDINATION OF GOWOLA HOMEWORK CLUB SESSIONS:

- Develop the program session plan
- Engage bus monitor and volunteer caterers
- Organise set-up of room for delivery of GHC sessions
- Organise bus transport route with bus company and bus monitor
- Ensure catering is organised for each session
- Engage Yorta Yorta language consultant to deliver Yorta Yorta language as part of the session
- Purchase or source materials as required
- Ensure that GHC sessions are planned appropriately for each age group, engaging additional programs as needed (eg. Robotics, ASHE Day).

REPORTING AND ADMINISTRATIVE RESPONSIBILITIES:

- Develop processes for collection of data
- Regular internal reports on Gowola Homework Club activities as required
- support development of promotional bulletins, brochures and other resources
- Seeking feedback from volunteers, students, parents and schools regularly
- Participate as a committed member of staff, contributing to activities such as team meetings
- Monitor expenses in keeping within the agreed budget
- Convene and or chair GHC committee meetings, with the terms of reference to be decided. Complete minutes for each meeting
- Work with Marketing & Communications officer for promotional material
- Assist Finance manager with completion of grants and fundraising submissions as required.
- Complete stock take and cataloguing of library items to assist with coordination of sessions

GENERAL:

- Understand the RFNC Mission and Values and code of conduct and modelling these behaviors at all time
- Ensure compliance requirements are met
- Represent the organisation in a positive and professional manner at all times
- Participate in ongoing quality improvement activities
- Attendance and participation in professional development activity
- Participate in a team approach for planning and activities for RFNC



RUMBALARA FOOTBALL NETBALL CLUB INC

ABN: 24 424 233 615

PO Box 2013 Shepparton VIC 3632

Mercury Drive, Shepparton VIC 3630

Tel: (03) 58 224 364 Fax: (03) 58 224 078

www.rfnc.com.au

Skills Required:

- Effective and mature written and verbal communication skills, with an attention to detail
- Advanced computer literacy, and records management
- Negotiation and communication skills within schools and with families from the Aboriginal community
- Discretion and confidentiality when dealing with client information and sensitive materials
- Demonstrated ability to work independently and flexibly, as well as cooperatively as part of a team

Key selection criteria:

- Experience and or qualifications in the education sector
- Demonstrated ability to organise work, manage time, determine priorities and meet deadlines
- Demonstrated experience, knowledge and understanding of issues facing Aboriginal people in the Goulburn-Murray (Dungala Kaiela) region
- Possess a current Victorian Working with Children Check. RFNC will undertake a Criminal Records Check prior to the successful applicant being offered the position
- A current driver's license valid for driving in Victoria is essential
- This position has an initial probation period of three months

Job Conditions

All staff employed by Rumbalara Football Netball Club are expected to perform their work in a manner consistent with the mission and practice framework of the organisation.