



POSITION VACANT

Community Support Officer Permanent Position

The Position: Reporting to the Manager Community Services the successful applicant will perform duties across all units within Community Services including Childcare, Matron Morrow Library, Swimming Pool, community events and groups, community engagement, funerals, Environmental Health and other programs. To work with mutual respect and collaboratively with staff to challenge and learn from each other, recognising each other's strengths and skills. The position will provide administrative support within Council's Community Services team in a professional, efficient and confidential manner to enhance the performance of the Council and its operations.

Duties include but not limited to:

1. High level of customer service to both internal and external clients/stakeholder
2. Maintain accurate records, including attendance/participation/engagement, facility usage and job cost allocations.
3. Administrative support including the preparation of correspondence and reports.
4. Supporting Community Services Manager in key areas of Grants, Cultural Heritage initiatives, Funerals, Sport Recreation and Leisure activities and Community grants.

Skills / Experience Required: To be successful in the role, you will need:

1. A genuine desire to be involved in the delivery of Community services and activities/programs.
2. Experience working in administration and customer service role.
3. High level of customer service skills, verbal and written communication skills and ability to effectively deal with a broad range of customers.
4. Be self-motivated and have proven time management, planning and organisational skills.

This position is subject to a Queensland Working With Children check – Blue Card and Council is required to apply the “No Card No Start” principle to the role.

For further information on Croydon Shire Council and the position description please visit www.croydon.qld.gov.au or phone 07 4748 7100

For further information on the position please contact Councils Business Manager, Stephen Frost on 07 4748 7100 or email sfrost@croydon.qld.gov.au .

Applications are to include a covering letter, resume and at least 2 references. Applications can be:

Emailed to: Business Manager, Croydon Shire Council sfrost@croydon.qld.gov.au.

Delivered to: *Croydon Shire Council Administration Office, 63 Samwell Street, Croydon Qld 4871*

This position will remain open until filled. Applications will be assessed as they are received.

Jacqui Cresswell

Chief Executive Officer

8 February 2024