



Full Time /Part Time - Short Term Fixed Contract (3 Month) - Sports Centre Coordinator

Cherbourg Aboriginal Shire Council is seeking to fill a fixed term contract for the Sport Centre Coordination to cover staff leave up until the 30th June 2025 (with potential for extension).

This is a fantastic opportunity to live and work in the beautiful region on Wakka Wakka Country where you can immerse yourself in a rich culture.

Working for Council you will be ideally situated just 2 - 3 hours' drive to Brisbane, Toowoomba, Sunshine Coast, the idyllic K' Gari and Fraser Coast.

The region is renowned for its great wine, gourmet foods and recreational facilities such as BP Dam, Bunya Mountains, Lake Boondooma, and many regional tourist parks.

Reporting to the Community Services Manager, you will be supported by an inclusive leadership team and provided career progression and professional development if you are starting out in your career. Apply Today!

Main Role

- Developing and promoting a broad and balanced range of activities and sporting programs
- managing and coordinating all bookings and requests to use the facilities.
- Supervision and development of the Sports Centre staff.
- Alignment with the Cherbourg Sport and Recreation Operational Plan.
- Maintain positive relationships with clients and community stakeholders and oversee the running of all events ensuring sporting facilities are accessible to all community members.
- Allocation, monitoring and accounting of funding for all asset management activities
- Assist with budget preparation
- Timely and accurate preparation of reports, statistics, financial summaries, submissions and proposals
- Identifying external funding opportunities that may enhance sport and rec programs at the Sports Centre



Key Selection Criteria

- Minimum of Diploma level qualifications in Sports Administration, Recreation or Fitness
- Well-developed office administration and computer skills
- Excellent organizational and time management skills
- Ability to work effectively in a team and be flexible/responsive to business needs
- Able to work across an expanded span of hours including evening and weekend work per the requirements of the Sports Centre and in agreement with management.
- The ability to effectively plan, prioritise and organize one's own time and work commitments
- Excellent task management skills
- Knowledge of Occupational Health and Safety practices and Risk Management principles
- Demonstrated experience in working with Aboriginal and Torres Strait Islander young people.
- A current Working with Children Blue card or the ability to obtain one.
- A current Senior/Apply First Aid Accreditation or the ability to obtain one.
- A current driver's license is essential

What we offer

Remuneration: Competitive annual salary offered and negotiated with the successful candidate depending on, skills and experience.

- Flexible work arrangements
- EAP
- Professional Development and Training
- Uniforms



- Salary Sacrifice
- QLD Local Govt Award rates & Superannuation

We value diversity and encourage applications from all qualified candidates. All applications will be handled in strict confidence. For further information or to learn more about this opportunity, please contact the Community Services Manager at jobs@cherbourg.qld.gov.au

*Note: Aboriginal and/or Torres Strait Islander heritage – [Note: Non-Indigenous applicants will only be considered if no suitable Indigenous candidates are attracted in the first round of applicants]

If a suitable applicant is found, CASC has the right to close the applications sooner. So please get your EOI applications and resumes in asap.

Please send your cover letter and resume to jobs@cherbourg.qld.gov.au

Applications will close on the 24th March 2025