

Weekend Recreation Officer

Guildford Grammar School seeks a Weekend Recreation Officer to join our Boarding Program. This is a part-time position involving the planning, co-ordinating and supervision of recreation activities for boarders.

Persons interested in the position would require Police Clearance and a Working With Children Check. A light rigid driver's license is advantageous.

Applications should be sent to Mr Duncan Warlters, Head of Boarding, Guildford Grammar School, 11 Terrace Rd, Guildford 6935 or to dwarlters@ggs.wa.edu.au

Recreation Officer

- Arrange weekend recreation activities for boarders.
- Ensure that costs of all activities are properly accounted for and where appropriate recovered from attendees.
- Gather feedback on activities conducted.
- Research future activities.
- Present recreation activities to the boys.
- Attend weekend recreation activities.
- Provide support for recreation staff.
- Meet with Heads of Residential Halls regarding the recreation programme.
- Meet with the boarders regarding the recreation programme.
- Liaise with other recreation officers about combined activities.
- Ensure that all Occupational Health and Safety issues are taken into consideration and that all School policies and statutory regulations regarding these matters are complied with for all activities undertaken.
- Ensure that all external service providers, venues, etc are compliant with the School's policies and statutory regulations and have the necessary insurances and risk and safety management systems.
- Liaise with Mr Duncan Warlters at least once per week for approval of proposed activities and take directions in context of this position.