



Administration / Program Officer - MRCLC

SELECTION CRITERIA

Please ensure your application addresses the following criteria, as this is what you will be assessed on:

Essential

- Experience in administration in a recreation or community development environment.
- Experience in, or exposure to, recreation program delivery.
- Experience in using a PC and Microsoft Office with the ability to draft correspondence.
- Well develop communication skills, including good public relations and interpersonal skills.
- Sound literacy and numeracy skills and knowledge of basic bookkeeping.
- Experience in the use of digital record keeping systems.
- Good time management and organisational skills with the ability to work under pressure.
- Demonstrated ability to maintain confidentiality.
- Current First Aid Certificate and CPR, or able to attain.

Desirable

- Experience in planning and delivering recreation programs.
- Qualifications in Recreation and/or Administration.

The Shire of Merredin is an equal opportunity employer. We promote the principles of merit and fairness in our employment practices and select the best person for the job.