



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Title	Service Learning Coordinator
Classification	Full Time
Position of Leadership	POL 1
Time Allowance	5 periods per 10 day cycle
Length of Appointment	1 year
Key Reports	Director of Catholic Identity and Mission
Award	Victorian Catholic Education Multi Enterprise Agreement 2018
Membership	Catholic Identity and Mission Team

Purpose of the Position

The Service Learning Coordinator is responsible to the Director of Catholic Identity and Mission for the leadership of the Service Learning programs of the College, consistent with the College Mission Statement and its established policies and procedures. The Service Learning Coordinator plans and supports service learning programs to contribute to staff and students development of conscience, grow in the practice of virtue and a motivation to serving the common good.

Portfolio Responsibilities

1. To promote an understanding of Christian Service Learning at the College.
2. To create, improve and execute a well-designed step by step Service Learning Program for students in Years 7-10.
3. Actively explore possible Service Learning opportunities for both students and staff and serve as a contact between Parishes, Catholic organisations, agencies and community groups.
4. Develop and maintain a record of student participation in Service Learning activities.
5. Organise resources, transport, operations and staff members involved in providing the Service Learning Program.
6. To at times work with the Curriculum Team, to incorporate elements of Service Learning into appropriate aspects of the curriculum.
7. To oversee the development and maintenance of resources related to Service learning activities within the college.
8. To stay informed with current trends and research in Service Learning through professional learning.
9. To prepare and monitor the budget.
10. To conduct staff professional learning in the area of Service Learning.
11. Other duties as required by the Principal and/or Director of Catholic Identity and Mission

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse

- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation.
4. Excellent leadership, organisational and administrative skills.
5. Highly developed interpersonal and communication skills.
6. An ability to work collaboratively and facilitate dynamic teamwork.
7. Proven success as an exemplary teacher.
8. A sound understanding of Service Learning principles.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Application Procedure

Prospective candidates are asked to submit their application via our employment portal (crrccsvic.bamboohr.com/careers).

Applicants will be required to submit a cover letter addressing the portfolio responsibilities and key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications close: 9:00am Wednesday 6 September 2023