

JULATTEN INITIATIVE GROUP INC.

POSITION DESCRIPTION - JULATTEN COMMUNITY CENTRE (JCC)

1.0 POSITION DESIGNATION: Project Administrator/s

LOCATION: Julatten

DATE: July 2001

2.0 POSITION OBJECTIVES:

2.1 Contribute to the effective management, administration, and coordination for the construction of a community centre at Julatten.

2.2 Contribute to the development of the financial and administrative systems of the JCC to ensure their efficiency and effectiveness.

3.0 ORGANISATION ENVIRONMENT:

3.1 Role of Organisational Unit:

When established, the JCC will perform a vital role in providing opportunities for families to access early education facilities e.g.: kindergarten, limited hours care, outside school hours care. The community resource area will support families to develop parenting and vocational skills. The JCC also aims to facilitate and support the partnership between school and community.

An additional role of the JCC will be to reinstate child health services and counseling and support services in an efficient and effective manner.

The operations of the JCC will be based on the fundamental principals of equity, effectiveness, participation, responsiveness and public accountability.

3.2 Role of the Position

The duties of the Project Administrator/s are clear and distinct from the voluntary duties of members of JIG Inc. The Project Administrator/s will be paid only for work specifically associated with the developmental stages of the JCC project ("the project") until such time as the JCC Coordinator position takes effect. Duties that fall into this non-voluntary category include the following tasks:

- Create a plan for the project including timeline and budget
- Arrange and attend meetings across government departments regarding all facets of service provision and construction. Action outcomes of these meetings.
- Assist with the setting up and project management of the JCC.
- Meet formally and informally with JIG members to discuss and plan the project; action outcomes of these meetings. (This does not include scheduled bi-monthly JIG Inc. meetings).
- Draft and monitor progress of the Joint Use Agreement between relevant stakeholders.
- Draft, check and process outwards correspondence. Extract, sort, replace files, attach papers, ensure all JCC stakeholders are kept up to date and informed. Filing documents, letters etc. Set up and monitor email account for inwards and outwards correspondence re project.
- Document processing: plans, specifications, quotations, funding submissions, timelines, tender processes, job descriptions, public relations. Respond to all inwards correspondence.
- Read all regulations relating to provision of various services: Kindergarten, Limited Hours Care, Outside School Hours and Vacation Care
- Investigate insurances, legalities, financial and accounting matters pertaining to the project.
- Access, compile, read and distribute information relevant to the project.
- Set up accounting systems for the project
- Collect and receipt monies including accounting and bookkeeping activities. Process cheques and supporting documents and other financial matters as they arise.
- Prepare and submit quarterly Business Activity Statements re the project to the ATO.

- Draft and circulate notes and minutes of meetings following project meetings.
- Liaison: attending to telephone and public inquiries
- Escort visitors to the appropriate locations to discuss site inspections etc.
- Assist with the drafting, checking and processing of job descriptions for positions within the JCC.
- Attend and report on PCG meetings.
- Continue to apply for funding grants.

4.0 GENERAL

Owing to the time-consuming and varied nature of the above duties, it is envisioned that job sharing is the best approach to ensuring work is carried out in the most efficient and cost-effective manner possible.

Timesheets recording the above duties are to be handed in to the JIG Inc. Treasurer by the 2nd and 4th Friday of each month for fortnightly payment.

Reimbursement will be possible for the following expenses:

- Use of personal telephone. Itemised list of calls (3-monthly summary) to be provided prior to reimbursement.
 - Use of private vehicle to and from: the MAJICC office in Mt. Molloy, the Julatten State School, homes of JIG Inc. members, where travel was required for the purpose of project business. Vehicle log to be maintained.
 - Out of pocket office expenses such as stationery, photocopying, faxing etc. Receipts to be provided prior to reimbursement.
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