



## **RECREATIONAL AND VOLUNTEER COORDINATOR**

**(2 POSITIONS)**

### **ABOUT THE ORGANISATION**

*Leveda* is an accommodation, respite and community support service for people with disabilities and complex support needs. *Leveda* assists individuals with disabilities who have complex support needs to become valued members of the community through the development and provision of high quality support ensuring that individuals have maximum control over their own lives.

In further developing our services to clients two new opportunities have arisen for enthusiastic and innovative individuals to join the organisation.

### **RECREATIONAL COORDINATOR**

Permanent Part Time Position (.4)

This exciting new position, reporting to the Executive Manager Community Support and Respite, requires a forward and flexible thinker who is passionate about the provision of recreational opportunities to enhance the lives of individuals living with a cognitive disability.

Working collaboratively with community based organisations and groups, the successful applicant will have effective communication skills and experience in the researching, planning and coordinating recreational services for people with disabilities. Knowledge of resources within the community, coupled with the capacity to work independently is essential.

To be successful in this role, candidates will require an understanding of cognitive disability and complex support needs and a qualification in recreation or similar discipline.

### **VOLUNTEER COORDINATOR**

Permanent Part Time Position (.6)

Reporting to the Executive Manager Community Support and Respite, *Leveda* requires an experienced Volunteer Services Coordinator to join our progressive, people focused team.

The successful applicant will possess, a positive attitude, outgoing personality, experience in volunteer management or similar within the community services sector. This newly created position will be responsible to recruit, select, screen, train and orientate volunteers and implement an innovative volunteer program in line with *Leveda's* strategic direction.

## **ABOUT THE BENEFITS**

You will be rewarded with a competitive remuneration package, commensurate with your qualifications and experience and you will also have access to salary sacrificing options, increasing the value of your take-home pay.

Applications, including the names of two referees are to be submitted to Lisa Turner, HR Assistant, 2 Peaton Avenue INGLE FARM SA 5098 or email [humanresources@leveda.org.au](mailto:humanresources@leveda.org.au) by close of business on Friday, 18 June 2010.

Applicants are requested to address the relevant Job and Person Specification for the Recreation and/or Volunteer Coordinator, which is available at [www.Leveda.org.au](http://www.Leveda.org.au)

Enquires to Anna Hughes Executive Manager, Community Support and Respite Services.