

Trinity Theological College, Leederville, Western Australia

Crèche Coordinator (Casual)

Who We Are

Trinity Theological College exists to “prepare people for effective Christian service.” Some 400 degree and diploma graduates now serve in churches or parachurch ministries in Australia and beyond. Our Certificate in Christian Studies (Trinity@Night and Trinity in Town) have benefitted over 4000 people.

Trinity is an independent theological College with an evangelical and Reformed tradition. We treasure the person and work of God as Father, Son and Holy Spirit and acknowledge the inspiration and authority of the Bible in all matters of faith and conduct. Our training emphasizes: the gospel as the message of Scriptures, theological integration, learning in community, and various ministry applications. We are an affiliated college of the Australian College of Theology.

Who We Need

Trinity seeks a **Crèche Coordinator** to oversee and run a safe, healthy, and welcoming Crèche for our students with young children (nursery to kindergarten age) wishing to study. The successful applicant will be a committed Christian who possesses the ability to relate warmly with others (particularly children), be assertive, proactive and have good organisational skills.

About the Role

The Crèche Coordinator will:

- Supervise children one morning a week during semester (with the help of an assistant), ensuring the physical, mental, and emotional safety of children that attend
- Provide children with guidance towards appropriate behaviour and positive social interaction
- Plan and prepare age-appropriate activities, set up and pack up
- Coordinate and supervise a roster of volunteers (if applicable)
- Assist in maintaining compliance with the Department of Local Government and Communities' *Setting up a Crèche* guidelines, including attendance records and related paperwork
- Provide First Aid, if necessary

Trinity is committed to providing a safe and secure environment, particularly for Children and Vulnerable People. All employees are therefore required to undergo regular training in Safe Ministry Conduct and adhere to its standards.

Selection Criteria

1. Be a committed Christian who supports the mission, vision, and ethos of Trinity
2. Experience in supervising children of different age groups
3. Warm and positive person able to interact well with, and be sensitive to the needs of, people from a range of different backgrounds
4. Ability to be firm and provide confident direction to people of all ages
5. Committed to upholding high standards of safety and care of children, including undergoing annual training and reporting any signs of abuse
6. Administration and filing experience will be highly regarded

Qualifications

Essential

1. Ability to obtain or possession of a Working with Children Check
2. Ability to obtain or possession of a current First Aid qualification which includes providing CPR, asthma and anaphylaxis management

Desirable

1. Diploma of Early Childhood Education and Care, or equivalent

Job Environment

- Casual employment (approx. 4 hours per week, during semester. Crèche currently runs on Wednesday mornings)
- Pay rate based on the *Educational Services (Post-Secondary Education) Award*, Level 2, plus 11% superannuation
- Reports to Front Desk, and responsible to the Business Manager
- Shared car bay available

How to Apply

- Submit an electronic application to the Business Manager by emailing employment@ttc.wa.edu.au with "Crèche Coordinator" in the subject line and include all the following attachments:
 - A letter that briefly addresses Selection Criteria 1, as well as your suitability for the role (including relevant qualifications)
 - Resume (CV)
 - Name and contact details for the following referees:
 - 2 professional/work referees (including current/previous manager)
 - 2 personal referees (including Church pastor)
- Any questions should be directed to the Business Manager at the above email address
- Applications will be acknowledged. If you do not receive an acknowledgement, please resubmit your application or phone us
- Applications close **4pm, 5 February 2024**, but will be reviewed upon receipt. Trinity reserves the right not to make an appointment