

## UP!Club Coordinators

**Newcastle, Wollongong, Blue Mountains, Penrith and several Sydney regions.**

**UP!Club is a state-wide social connection group for young adults with Down syndrome. The groups meet regularly to socialise, improve their living skills and check out what's happening in the community.**

**Type:** Casual

**Location:** Various venues in your allocated region, as per the events program. Attend head office in Church St Parramatta when required. Administrative work can be completed from home.

**Reports to:** The Chief Executive Officer

### About Down Syndrome NSW

Down Syndrome NSW (DSA NSW) is an independent, not-for-profit organisation that champions the right of people with Down syndrome to have the same access to society as everyone else. This means the right to health, education, work, family and being part of the community.

We achieve this by supporting people with Down syndrome, their families and carers to be part of a strong and vibrant community that is informed, engaged and active.

We provide:

- Information and Support for families and professionals
- Peer to Peer support and events for all life stages
- A library resource centre
- Workshops and community events for members
- Professional development and training for education and health professionals
- Representing the interests and needs of people with Down syndrome at state and federal levels
- Social networking and self-advocacy opportunities for adults with Down syndrome.

DSA NSW is a member of Down Syndrome Australia, a federation of 8 State and Territory associations which represents the interests of our constituency at a national level.

### The Role

This role requires self-motivation and practical skills.

The role involves the planning, supervision and administration of UP!Club events particular to a local area. The UP!Club group typically consists 10-12 people with Down syndrome (the participants) and the coordinator, supported by volunteers at a ratio of 3:1 inclusive of themselves i.e. 12 UP!Club participants means the coordinator will be supported by 3 volunteers.

## Responsibilities – Administration and Supervision of events

- Develop a diverse and innovative suite of activities for UP!Club members to ensure that they are educated, entertained and challenged. This is achieved by completing two planning sessions (October and April) with the participants that will produce a program of social events to be completed in the following 6 month period of January to June and July to December.
- Submit the program of events to the CEO for approval by 30<sup>th</sup> April and 31<sup>st</sup> October.
- Arrive 15 minutes prior to each event at the appropriate meeting point and remain with participants after the event until they have secured safe transport home.
- Refer all event enquiries to the office.
- Complete an event summary report that details the UP!Club group name, event date and location, participants name, the hours to be charged to the participants and any incidents that need to be highlighted to the CEO.
- Contact the carer of each participant at least twice per year and note the feedback in summary report.
- Enter payroll details into Xero by Monday 9:00 following the event. The hours should reflect the length and day of week of the event (i.e. if the event is Friday night then normal hours, if the event is Saturday then Saturday rate etc) plus an additional 2 hours at the ordinary rate per hour for reporting and administrative tasks.
- Ensure that the UP!Club provides a forum for social and recreational inclusion of its members with a view to enabling them to participate fully in society.
- Attend the annual UP!Club camp with UP!Club members and volunteers.
- Plan and supervise an annual Step UP! event. Step UP! is an event that brings people together to walk, socialise and enjoy activities and entertainment, whilst celebrating the lives of people with Down syndrome and raising awareness within the community.
- Complete a “goal assessment” interview with each participant on a quarterly basis and enter the results into our CRM.

### How to apply:

Send your resume and a cover letter, demonstrating your skills and experiences relevant to the Responsibilities of the Role listed above. Successful applicants will be required to provide a Police Check and Working With Children Check.

Send to: [admin@dsansw.org.au](mailto:admin@dsansw.org.au). Applications close 20<sup>th</sup> August 2018

For more information contact: E [admin@dsansw.org.au](mailto:admin@dsansw.org.au) P: 02) 9841 4444