

Recreational Support Worker Job Description

A comprehensive job description template
for Australian health and care businesses

Business Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and health care industry practices at the time of publication. You should review and tailor this template to suit your business, facility type, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

Table of Contents

1. Position Overview	3
2. Key Responsibilities	3
3. Required Skills and Attributes	5
4. Qualifications and Requirements	6
5. Working Conditions	6
6. Award Information	7
7. Expected Behaviours	7
8. Application Process	8

1. Position Overview

1.1 Position Title

Recreational Support Worker / Activities Coordinator / Leisure Support Worker

1.2 Position Summary

The Recreational Support Worker plans, organises and facilitates leisure activities and recreational programs for clients in care settings. This role focuses on promoting social engagement, physical activity, mental stimulation and quality of life through meaningful and enjoyable activities.

The position requires creativity, enthusiasm and strong interpersonal skills. Recreational Support Workers work with diverse client groups including elderly residents, people with disabilities and individuals in rehabilitation, adapting programs to meet varied abilities and interests.

1.3 Reporting Structure

This position reports to:

- Lifestyle Coordinator / Activities Manager
- Service Manager / Care Services Manager
- Facility Manager / General Manager

1.4 Employment Type

This position is available as:

- Casual (variable hours based on program schedules)
- Part-time (regular rostered hours)
- Full-time (38 hours per week)

2. Key Responsibilities

2.1 Activity Planning and Coordination

- Plan and develop recreational programs suited to client interests and abilities
- Create monthly activity calendars and schedules
- Research and introduce new activities and programs
- Coordinate special events, celebrations and entertainment
- Organise community outings and excursions
- Adapt activities for different ability levels
- Ensure activities align with client care plans and goals

2.2 Program Delivery and Facilitation

- Facilitate group activities including games, crafts, music and exercise

- Lead recreational programs with enthusiasm and energy
- Encourage client participation and social interaction
- Provide one-on-one activity support for individual clients
- Create inclusive environment for all participants
- Modify activities to accommodate changing needs
- Maintain engaging and positive atmosphere during programs

2.3 Social Engagement and Support

- Foster social connections between clients
- Encourage participation from isolated or withdrawn clients
- Build rapport and meaningful relationships with clients
- Provide emotional support through recreational engagement
- Facilitate reminiscence activities and memory programs
- Support clients to maintain existing hobbies and interests
- Promote client independence and choice in activities

2.4 Entertainment and Events

- Organise entertainment programs including performers and musicians
- Coordinate seasonal celebrations and cultural events
- Plan birthday celebrations and special occasions
- Facilitate intergenerational programs and school visits
- Organise themed events and parties
- Coordinate volunteers and activity helpers
- Liaise with families regarding events and activities

2.5 Outings and Community Access

- Plan and conduct community outings and excursions
- Organise transport and logistics for group outings
- Ensure safety during all external activities
- Provide support and assistance during outings
- Connect clients with community facilities and resources
- Accompany clients to shows, museums and attractions
- Document outings and share photos with clients and families

2.6 Documentation and Evaluation

- Maintain attendance records for all activities
- Document client participation and responses
- Monitor program effectiveness and client satisfaction

- Prepare activity reports and statistics
- Evaluate programs and identify areas for improvement
- Maintain equipment and resource inventory
- Manage activity budget and expenses

3. Required Skills and Attributes

3.1 Essential Skills

Activity Planning and Creativity

Ability to design engaging recreational programs. Creative thinking and innovation. Knowledge of diverse activities and leisure pursuits. Skills in adapting activities for different abilities. Understanding of therapeutic recreation principles.

Facilitation and Leadership

Strong group facilitation skills. Confident public speaking and presentation. Ability to motivate and encourage participation. Skills in managing group dynamics. Energy and enthusiasm in program delivery.

Interpersonal and Communication Skills

Excellent communication with diverse clients. Ability to build rapport and trust. Empathy and understanding of client needs. Skills in working with people with cognitive impairment. Patience and positive attitude.

Organisation and Coordination

Strong organisational and planning skills. Ability to coordinate multiple programs simultaneously. Time management and prioritisation. Resource management and budgeting. Event coordination experience.

3.2 Personal Attributes

- Enthusiastic and energetic personality
- Creative and innovative thinker
- Patient and compassionate approach
- Reliable and punctual
- Flexible and adaptable to change
- Team player with collaborative approach
- Culturally sensitive and inclusive
- Positive and friendly demeanour
- Self-motivated and proactive
- Commitment to enhancing quality of life

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Certificate IV in Leisure and Health or Certificate IV in Community Services

- Current First Aid and CPR certificate
- National Police Check (within last 12 months)
- NDIS Worker Screening Check (if applicable)
- Working with Children Check (if working with children)
- Current driver's licence (for outings and excursions)
- Eligibility to work in Australia

4.2 Desirable Qualifications

- Diploma of Community Services or Leisure and Health
- Dementia awareness training
- Manual handling certificate
- Music, art or dance qualifications
- Exercise or fitness certifications
- Event management experience
- Previous experience in aged care or disability services

4.3 Experience

Previous experience in recreational activities, leisure programs or community activities is highly valued. Experience working with elderly people, people with disabilities or in health care settings is beneficial. Entry-level positions may be available for graduates with appropriate qualifications and relevant volunteer experience.

5. Working Conditions

5.1 Hours of Work

- Generally daytime hours Monday to Friday
- Some weekend work for special events and programs
- Occasional evening hours for entertainment events
- Flexible schedule based on activity calendar
- Roster provided in advance as per award requirements

5.2 Physical Requirements

- Physical fitness for active program delivery
- Ability to set up and pack down equipment and materials
- Capability to assist clients with mobility during activities
- Comfortable standing, walking and moving for extended periods
- Ability to lift and carry equipment (up to 15kg)
- Good vision and hearing for program facilitation

5.3 Work Environment

- Indoor care facility or community centre
- Outdoor areas for activities and events
- Community venues and attractions for outings
- Climate-controlled activity spaces
- Exposure to noise during programs and events
- Variable work environments based on activities

5.4 Uniform and Presentation

- Casual professional attire suitable for active programs
- Branded uniform may be provided
- Comfortable, practical clothing for movement
- Closed, non-slip footwear required
- Neat and professional appearance
- Name badge to be worn at all times

6. Award Information

6.1 Modern Award Coverage

This position is covered by the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS Award - MA000100). The award sets minimum pay rates, penalty rates, allowances and conditions for employees working in community and disability services.

6.2 Classification Level

Recreational Support Workers are generally classified under the award as:

- Level 3: Recreational support worker with Certificate IV qualification
- Level 4: Experienced worker with specialised program responsibilities
- Level 5: Senior activities coordinator with supervisory duties

The specific classification level will be determined based on qualifications, experience and duties performed.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Saturday: 150% of base rate
- Sunday: 175% of base rate
- Public holidays: 250% of base rate
- Vehicle and travel allowances for outings

Casual employees receive a 25% casual loading instead of paid leave entitlements. Refer to the SCHADS Award 2010 for current rates and conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Treat all clients, families and colleagues with respect and dignity
- Maintain professional boundaries at all times
- Follow all organisational policies, procedures and standards
- Maintain confidentiality of client information
- Arrive on time for programs and scheduled activities
- Notify management of absence or lateness as soon as possible

7.2 Program Standards

- Deliver high-quality, engaging recreational programs
- Ensure activities are inclusive and accessible
- Respect client choices and preferences
- Promote client independence and capabilities
- Maintain enthusiasm and positive attitude
- Continuously seek to improve programs

7.3 Safety and Risk Management

- Ensure client safety during all activities
- Conduct risk assessments for programs and outings
- Follow infection control and hygiene protocols
- Report all incidents, accidents and hazards immediately
- Use equipment safely and appropriately
- Respond appropriately to emergency situations

7.4 Teamwork Expectations

- Communicate effectively with care team and management
- Collaborate with other staff to support clients
- Participate actively in team meetings and planning
- Share ideas and contribute to program development
- Accept feedback constructively and implement improvements
- Support and mentor volunteers and new staff

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV
- Cover letter outlining relevant experience and passion for recreational activities
- Copies of qualifications and certificates
- Contact details for two professional referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone interview
- In-person interview with practical demonstration
- Skills assessment or activity facilitation example
- Reference checks
- National Police Check and worker screening

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the organisation.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____