

Vacation Care Worker Job Description

A comprehensive job description template
for Australian childcare and OSHC services

Service 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 childcare industry practices at the time of publication. You should review and tailor this template to suit your service, 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	7
6. Award Information	7
7. Expected Behaviours	8
8. Application Process	8

1. Position Overview

1.1 Position Title

Vacation Care Worker / Holiday Program Worker / School Holiday Educator

1.2 Position Summary

The Vacation Care Worker supervises and engages school-aged children (5-12 years) during school holiday vacation care programs. This role involves planning and delivering engaging activities, excursions and themed programs that promote play, learning and social development in a safe and inclusive environment.

This is seasonal casual work available during school holiday periods only. The position requires high energy, creativity and flexibility to deliver exciting and varied programs including craft activities, sports, games, cooking projects and off-site excursions to local attractions, pools, parks and entertainment venues.

1.3 Reporting Structure

This position reports to:

- Vacation Care Coordinator / Holiday Program Coordinator
- OSHC Manager / Service Manager
- Educational Leader

1.4 Employment Type

This position is available as:

- Casual (school holiday periods only - approximately 12-14 weeks per year)
- Variable hours based on program bookings and excursion schedules
- Full day shifts typically 7:00am-6:00pm or 7:30am-6:00pm

2. Key Responsibilities

2.1 Program Delivery

- Deliver engaging activities, games, crafts and sports programs
- Facilitate themed days and special events (disco days, science days, water play)
- Lead group activities, team sports and creative projects
- Set up and pack away activity stations and equipment
- Adapt activities to suit mixed age groups (5-12 years)
- Follow vacation care program plans and schedules
- Encourage participation and inclusion for all children

2.2 Child Supervision

- Supervise school-aged children during all activities and free play

- Maintain appropriate supervision ratios at all times
- Ensure children remain safe during active and physical play
- Monitor children during meal breaks and rest periods
- Conduct regular head counts and attendance checks
- Identify and respond to potential safety hazards
- Supervise bathroom breaks and first aid situations

2.3 Excursion Support

- Assist with planning and organizing off-site excursions
- Supervise children during excursions to pools, parks, movies, attractions
- Conduct attendance checks and buddy systems during outings
- Ensure sun safety, hydration and appropriate clothing
- Manage children on public transport or service vehicles
- Respond to incidents or emergencies while off-site
- Communicate with excursion venue staff and coordinators

2.4 Activity Facilitation

- Lead group activities such as craft, cooking, drama and music
- Organize and referee sports games and team challenges
- Assist children with craft projects and creative activities
- Prepare materials and resources for planned activities
- Engage reluctant participants and encourage social interaction
- Provide age-appropriate challenges for different age groups
- Foster positive peer relationships and teamwork

2.5 Behaviour Management

- Use positive guidance strategies to manage behaviour
- Set clear expectations and boundaries for group activities
- Manage conflicts between children appropriately
- Redirect challenging behaviour and encourage positive choices
- Support children with diverse needs and abilities
- Implement service behaviour guidance policies
- Communicate behaviour concerns to coordinator and parents

2.6 Parent Communication

- Greet families warmly during drop-off and pick-up
- Provide daily updates about child participation and wellbeing
- Complete incident, accident and illness reports

- Answer parent questions about program activities
- Sign children in and out accurately via attendance records
- Verify authorized collection for each child
- Communicate special requirements or concerns to families

3. Required Skills and Attributes

3.1 Essential Skills

High Energy and Enthusiasm

Ability to maintain high energy levels throughout full-day programs. Enthusiasm for engaging with children aged 5-12 in active play, games and activities. Stamina for physical activities including sports, outdoor play and excursions.

Activity Planning and Creativity

Creativity in planning and delivering engaging activities. Ability to adapt activities for different ages and abilities. Experience with craft, sports, games, cooking or creative projects. Initiative to make programs fun and exciting.

Flexibility for Seasonal Work

Availability during school holiday periods only (casual/seasonal employment). Flexibility for varying shifts and program changes. Willingness to work on excursion days that may require early starts or longer hours. Understanding of irregular employment nature.

Teamwork

Ability to work collaboratively with other educators and coordinators. Team player approach during busy holiday programs. Effective communication with colleagues to coordinate activities and supervision. Willingness to assist wherever needed.

Safety Awareness

Strong awareness of child safety during activities and excursions. Ability to identify and manage risks in active play environments. Understanding of supervision requirements for school-aged children. Vigilance during off-site excursions and water activities.

Communication

Clear communication with children, families and staff. Ability to give instructions to large groups. Professional communication regarding incidents or concerns. Positive and friendly approach with families during drop-off and pick-up.

3.2 Personal Attributes

- Enthusiastic and energetic with school-aged children
- Creative and fun approach to program delivery
- Reliable and punctual for seasonal shifts
- Patient and positive with diverse groups of children
- Flexible and adaptable to changing program needs

- Team player with collaborative attitude
- Safety conscious and risk aware
- Professional and approachable with families
- Physically fit for active programs and excursions
- Initiative and problem-solving skills

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Working with Children Check (valid for relevant state/territory)
- National Police Check (no older than 6 months)
- Current First Aid certificate (HLTAID012 or equivalent)
- Current CPR certificate (HLTAID009)
- Current Asthma and Anaphylaxis emergency response training
- Eligibility to work in Australia
- Physical fitness for active work with children

4.2 Desirable Qualifications

- Certificate III in Early Childhood Education and Care
- Certificate III in School Age Education and Care
- Previous experience working with school-aged children (5-12 years)
- Experience in OSHC, vacation care or recreation programs
- Driver's licence (for excursion support and transport assistance)
- Sports coaching, arts, drama or activity facilitation qualifications
- Child Safe Environments training

4.3 Experience

Entry-level positions are available for enthusiastic candidates with required checks and certifications. Training will be provided in program delivery, behaviour guidance, emergency procedures and service policies. Experienced vacation care workers should demonstrate creativity in activity planning, strong supervision skills, positive relationships with school-aged children and ability to work effectively in team environments.

5. Working Conditions

5.1 Hours of Work

- Seasonal casual work during school holiday periods only (approx 12-14 weeks annually)
- Full day shifts typically 7:00am-6:00pm or 7:30am-6:00pm

- Excursion days may require different start/finish times
- Roster provided in advance for each school holiday period
- Flexibility required for program changes and excursion schedules
- No guaranteed hours between school holiday periods

5.2 Physical Requirements

- High energy physical work with school-aged children
- Standing, walking, running and playing throughout shifts
- Participating in active games, sports and outdoor play
- Setting up and packing away equipment and activity stations
- Lifting and carrying resources, sports equipment and supplies
- Ability to respond quickly during active supervision

5.3 Work Environment

- Mix of indoor and outdoor environments (school facilities, community centers)
- Outdoor activities in various weather conditions
- Off-site excursions to pools, parks, movies, attractions
- Active, noisy environment with large groups of children
- Fast-paced during school holiday programs
- Travel required for excursions (public transport or service vehicles)

5.4 Uniform and Equipment

- Service uniform or branded t-shirt provided
- Closed-toe shoes suitable for active play and excursions
- Sun smart clothing, hat and sunscreen required
- Name badge or ID to be worn at all times
- Appropriate clothing for sports, water play and messy activities
- Professional appearance and presentation

6. Award Information

6.1 Modern Award Coverage

This position is covered by the Children's Services Award 2010 (MA000120). The award sets minimum pay rates, penalty rates, allowances and conditions for employees working in children's services including vacation care and OSHC programs.

6.2 Classification Level

Vacation care workers are generally classified under the award as:

- Level 2: Children's services employee with Certificate III qualification
- Level 3: Children's services employee with Diploma or higher qualification
- Entry level rates apply for unqualified casual vacation care workers

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

6.3 Penalty Rates and Allowances

Casual employees receive a 25% casual loading instead of paid leave entitlements. Additional rates apply for:

- Saturday: 150% of base rate
- Sunday: 175% of base rate
- Public holidays: 225% of base rate
- First aid allowance for qualified first aid officers
- Meal and travel allowances may apply for extended excursions

Refer to the Children's Services Award 2010 for current rates and conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Arrive on time and prepared for all rostered shifts
- Notify coordinator immediately if unable to attend shift
- Wear appropriate uniform and closed-toe shoes
- Follow service policies, procedures and code of conduct
- Maintain confidentiality regarding children and families
- Represent the service professionally at all times

7.2 Child Safety and Wellbeing

- Maintain appropriate supervision ratios at all times
- Respond promptly to incidents, accidents and emergencies
- Follow child safe environment practices and policies
- Report all safety concerns, injuries and incidents immediately
- Implement sun safety, hydration and rest break procedures
- Never leave children unsupervised

7.3 Program Quality

- Deliver engaging and age-appropriate activities
- Encourage participation and inclusion for all children
- Use positive guidance and behaviour management strategies

- Prepare materials and resources in advance
- Maintain organized and safe activity spaces
- Adapt activities to meet diverse needs and interests

7.4 Communication and Teamwork

- Communicate effectively with children, families and colleagues
- Participate in daily briefings and team meetings
- Complete required documentation and incident reports accurately
- Share ideas and feedback with vacation care coordinator
- Work collaboratively with team members during programs
- Maintain positive and professional relationships with families

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV including relevant experience with children
- Cover letter outlining suitability and availability for school holidays
- Copy of Working with Children Check
- Copy of National Police Check (within 6 months)
- Copies of First Aid, CPR, Asthma and Anaphylaxis certificates
- Copies of relevant qualifications (Certificate III, etc.)
- Contact details for at least two referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Phone interview to discuss experience and availability
- Face-to-face interview with vacation care coordinator or manager
- Verification of Working with Children Check and certificates
- Reference checks with previous employers or supervisors
- Service orientation and training before first shift
- Observation shift or trial day (paid)

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. We are committed to creating safe, inclusive and culturally responsive environments for children and families.

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 service.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____