

CUNDERDIN

Community Resource Centre

APPLICATION PACKAGE – CUNDERDIN CRC TRAINEESHIP

2024 - 2025



Cunderdin Community Resource Centre
Your local connection

- Internet Access
- Photo Lab
- Printing
- Desktop Publishing
- Local Newsletter
- GovL Info Kiosk
- Centrelink
- Public Library
- Education & Workshop
- Video Conferencing
- Westlink
- Function Room Hire
- Equipment Hire
- Department of Transport Agency

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Department of
**Primary Industries and
Regional Development**



APPLICATIONS OPEN

Traineeship



APPLICATIONS CLOSE MAY 9TH, 4PM 2024

Requirements :

- ✓ A can do attitude
- ✓ Good written and verbal communication
- ✓ Customer service experience desirable
- ✓ Publisher, Excel, Word, Canva experience desirable
- ✓ Able to work in a team environment
- ✓ 28-35 hours per week upto 12 months

Applicants must obtain the information pack and address the **selection criteria**. Information packs are available in person at the CRC, Cunderdin CRC website, Facebook page or via the QR Code >>>

08 9635 1784 

coordinator@cunderdincrc.net.au 

57 Main Street, Cunderdin WA 6407 

 Cunderdin
Community Resource Centre
Your local connection

APPLY NOW!
Courtney Thomson ~ Coordinator

22nd April, 2024

Dear Applicant,

This is the Application Package for the position of Trainee at the Cunderdin Community Resource Centre, containing the position description, statement of duties and selection criteria.

Applicants are requested to submit one document containing:

- **A covering letter** that introduces yourself; identifies the position you are applying for, your desire to be granted an interview; and information on your availability for an interview.
- **Resume** that gives your personal and contact details; a summary of your work history beginning with your most recent position and including start and finish dates, your job title, the types of tasks that were required in each job and your key achievements; your education and training achievements; any professional memberships; and any activities that you have undertaken outside of work which are relevant to this position.
- **Statement of Claims against the Selection Criteria** – There are skills and abilities that need to be addressed, in your statement of claims please address each dot point separately. Provide a brief statement, which relates your experience, skills and knowledge to the particular criteria. Provide specific examples in your statement to back up your claims. As a guideline, a paragraph to a quarter of a page for each dot point is generally acceptable.
- **Contact details of Referees** – applicants are required to nominate two work referees in support of their application. Please provide names, relationship to you (i.e. Supervisor), work address and daytime telephone numbers. Referees should be contacted for approval before listing them in your application. Please let us know if you do not wish us to contact current work referees initially.

Submitting your application:

Applications must be submitted as one document by email or in-person to the Coordinator at coordinator@cunderdincrc.net.au with the subject line “Confidential Application - Trainee”.

Closing date for applications:

Applications close Thursday 9th May 2024 at 4pm

Interviews will be held early in the following week and it is anticipated the successful applicant will commence in the middle/end of May 2024.

For any enquires:

Courtney Thomson – Coordinator

Phone: 9365 1784

Email: coordinator@cunderdincrc.net.au

Thank you for your interest in this position at Cunderdin CRC. We look forward to your application.

Andrew Moore
Chairperson, Management Committee
Cunderdin CRC

Traineeship Position Description and Selection Criteria (April/May 2024)

TITLE	Trainee
LEVEL	Determined by age and experience in accordance with the National Training Wage Schedule set by Fair Work Commission
DEPARTMENT/SECTION	Administration
OFFICE HOURS	Monday to Friday 8:45am – 4.30pm This position will be 28-35 hours per week plus additional hours to cover holiday periods ½ hour lunch break Part Time position (12 months employment, with 3 months probation)

POSITION OBJECTIVES

- Provide friendly helpful assistance to Community Resource Centre customers.
- Perform general office duties and assist others within the section.
- Provide clerical, secretarial and desktop publishing support in the operations of the Community Resource Centre.
- Register with a Registered Training Organisation in a course agreed to by Coordinator and Trainee.
- Complete trainee modules in a timely manner.

KEY DUTIES/RESPONSIBILITIES

Clerical:

- Respond to telephone and counter enquiries and where necessary seek appropriate assistance from relevant staff.
- Monitor stationery, kitchen and cleaning supplies and purchase as per set procedures.
- Assist in the preparation of Offices and Function Room for occupation.
- Assist in the collection and balancing of day to day receipting.
- Provide assistance to other staff to ensure the smooth running of the centre's administration.
- Maintain neat and orderly information noticeboard and brochures.
- Responsible for collection of mail and recording of inward and outward mail.
- Assist in maintaining premise in very clean and tidy condition.

Driver and Vehicle Services:

- Respond to counter enquiries and where necessary seek appropriate assistance from relevant staff.
- Process licencing transactions.
- Assist with preparation of daily bank deposit.

Library:

- Processing issues and returns of library books.

- Assist with returns and issues from the State Library.
- Assist with requests to other libraries.
- Re-shelving returned books.

Computing:

- Assist in the start-up and power down of computer system daily.
- Assist customer requests with IT issues.
- Assist in performing file and account saves of the system on a regular basis.
- Assist in installing regular upgrades in computers.
- Assist with client print and publishing jobs.

Administrative / Accounting:

- Attend to document filing as directed.
- Assist in processing receipts of all funds received in person and by mail.
- Assist to reconcile daily funds received with receipts issue.
- Assist with preparation of daily bank deposit.

Community Development:

- Assist other staff in the preparation of events and promotions of local events.
- Ensure information brochures and noticeboard are up to date and available to the public.

Course Options:

- Accounting, Business Administration, Business, Community Services, Events Management, Local Government, Tourism, or other options of certificates will be considered.

SELECTION CRITERIA: REQUIREMENTS OF THE POSITION

SELECTION CRITERIA: (For each dot point please describe your experience and examples in a few sentences.)

Essential:

1. Well-developed verbal, written and interpersonal communication skills including the ability to liaise and consult with a range of internal and external stakeholders.
2. Good IT skills including working with platforms such as Publisher, Excel, Word or Canva (desirable), email delivery systems and social media platforms.
3. Good public relations and interpersonal skills including a high standard of customer service.
4. Able to work well in a team environment
5. A can do attitude

Desirable:

6. Working knowledge of receipting procedures.
7. Skills in creating digital content for web and social media
8. Solid knowledge of computer and internet technology.
9. Completion of Year 10 Certificate with English, Typing, Computer studies or Maths
10. Current 'C' class Motor Driver's License

Employment Conditions:

- Current National Police Clearance (can be obtained when employed)
- Current Working with Children's Card (can be obtained when employed)
- Can provide proof of double Covid Vaccination unless exempt under the Governments regulations.

ORGANISATIONAL RELATIONSHIPS

Responsible to: CRC Coordinator
Supervision of: Not applicable

Internal and External Liaison:

Internal	CRC Coordinator
	CRC Customer Service Officers
	CRC Finance Officer
	CRC Bandicoot Editor
External	General Public
	Guests and Visitors

EXTENT OF AUTHORITY

Follows standards and procedures under direct supervision.
Work outcomes are regularly monitored by the CRC Coordinator.
Performance review conducted by CRC Management Committee.

Who we are

Cunderdin Community Resource Centre (CCRC) is a not-for-profit community managed organisation that works to improve access to government services and economic, business and social development opportunities for the people of the Shire of Cunderdin, Meckering and surrounding towns.

Our income is derived through various income streams such as Local and State Government contracts; user pays services, membership fees, and one-off grants for specific projects. This enables us to offer a five day a week service to our local community and neighbouring towns.

We offer a wide range of services including free online access to State and Local Government information via our Government Access Point, regular business and social development activities and services, Department of Transport Agent, Centrelink Access Point, events management, library services and professional printing and desktop publishing services.

Cunderdin CRC is committed to continuous improvement and is keen to develop the quality and range of services to best meet the needs of our community. We work proactively with key stakeholders and our local community to continue to grow and stay connected with community needs.

We are proud members of Linkwest (peak body for CRCs and Neighbourhood Centres) and we are incorporated under the Associations Incorporation Act 1987 (WA).

Our membership comprises 18 individual members. We appreciate the support of these members and welcome new members. Cunderdin CRC supports thousands of residents and visitors of the Shire of Cunderdin each year.

Our Vision



The Cunderdin Community Resource Centre Inc. (CRC) is a vital hub for our community that is responsive and proactive in the support of economic, social and cultural development of the people and businesses within the Shire of Cunderdin.

Our Mission



The Cunderdin CRC will provide the opportunity to utilise technology and resources to enhance education, employment, training, business enterprise and social connections, thereby building capacity and strength within our regional community.

Our Objectives

- *To provide access to services and information that support capacity building within the community.*
- *To provide access to services and information to address issues of disadvantage within the community including but not limited to poverty, health, isolation and unemployment.*
- *Develop partnerships and business opportunities relevant to the needs of the community.*
- *Work with stakeholders, other Community Resource Centres and all tiers of government to increase the profile of the WA Community Resource Network.*
- *To provide local opportunity for access and training, using advanced technologies, products, services and other medium for education, business, social and cultural development, for the benefit of the whole community.*

Get involved:

57 Main Street, Cunderdin 6407 Phone:

9635 1784

Email: admin@cunderdincrc.net.au

