

# POSITION DESCRIPTION Casual Workshop Assistant

AWARD: Miscellaneous Award [MA000104]

**CLASSIFICATION:** Level 1 / Level 2

**POSITION TITLE:** Casual Workshop Assistant

**REPORTS TO:** Director

#### **DUTIES:**

- assist in the delivery of workshop activities to students;
- prepare workshop materials and equipment and pack up after workshops;
- maintain workshop materials and equipment;
- record attendance of students;
- liaise with parents on site as required;
- maintain a Child-Safe Child-Friendly environment;
- ensure general safety, tidiness and cleanliness of workshop venue;
- other duties as requested by the Director.

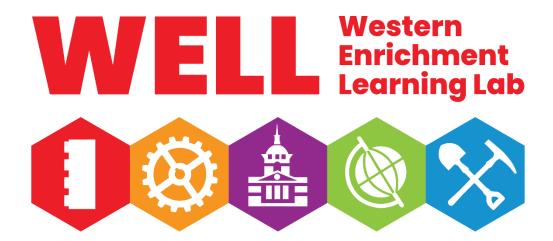
#### **ESSENTIAL CRITERIA:**

- current WWCC Clearance for paid employment (if over 18);
- commitment to Western Enrichment Learning Lab's Values;
- interest in robotics and/or coding;
- experience building with LEGO Technic elements;
- familiarity with Windows and Chrome OS;
- enthusiasm for learning;
- high level teamwork skills;
- excellent personal presentation and interpersonal communication.

### **DESIRABLE CRITERIA:**

- experience with Scratch, Python or other coding languages;
- experience with LEGO Mindstorms, LEGO Spike, VEX or other robotics learning platforms.

October 2024



## **OUR VALUES**

At Western Enrichment Learning Lab, our use of the acronym WELL is not just a way to abbreviate our name - it describes how we want all the participants in our programs to learn: we want them to *learn well*.

Underpinning all our programs are our values and core beliefs that work together to engage children and young people in their learning and enable them to learn well:

- 1. have **passion** for learning
  - 2. inspire curiosity
  - 3. encourage teamwork
    - 4. live with integrity
  - 5. show **kindness** to others
- 6. care for your **environment** 
  - 7. make learning **real**