

# **WELL** Western Enrichment Learning Lab



## **POSITION DESCRIPTION**

### **Casual Workshop Assistant**

**AWARD:** Miscellaneous Award [MA000104]  
**CLASSIFICATION:** Level 1 / Level 2  
**POSITION TITLE:** Casual Workshop Assistant  
**REPORTS TO:** Director

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#### **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

# WELL

Western  
Enrichment  
Learning Lab



## 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**