

# Trainee Position Vacant

Traineeship Opportunity - Certificate III or IV in Business

*Commences April 2024. 18 month contract, 21 hrs per week, roster negotiable, \$24 per hour.*

## IS THIS OPPORTUNITY FOR ME?

You will work alongside existing CRC Staff, our Manager and CRC volunteers. Duties will include customer service, cash handling, data entry, assisting customers with computer tasks, regular cleaning duties, opening and closing the centre, supporting CRC printing and other services, event delivery and projects. The successful applicant will need to quickly develop their capabilities to operate CRC services and in time will be able to staff the centre solo.

## THE IDEAL APPLICANT...

You will be a hard worker and a self starter who can identify and perform useful tasks in the workplace, who never hesitates to do the work, who is reliable, trustworthy and accurate. You are keen to learn; a listener and a communicator; self reliant; and have basic computer skills.

## WHO ARE WE?

Northcliffe Community Resource Centre is a locally managed not-for-profit association. We provide computer training and support, Centrelink and internet access, laser printing and office support services, photo printing, access to online government services, room hire, and business and social development initiatives, activities and events.

## VIDEO CONTENT DEVELOPMENT

NCRC is actively developing video content for the community. Perhaps you have an interest in being on camera, or behind the camera. This is only an optional extra for a trainee, but it could be a fun one. We use the *DaVinci Resolve* software for video editing.

## WHAT IS A TRAINEE?

Trainees undertake study in the workplace in conjunction with their work duties. CRC trainees generally study a Certificate in Business. Studies are managed South Regional TAFE and are estimated to take up 25% of a trainee's time in the workplace. Therefore trainees are paid 75% of our normal wage (the rate listed at the top of this advert is the actual gross salary you will receive). NCRC will pay your training fees.

As a trainee you are expected to be self-guided and self-motivated in your studies however you will have regular contact with TAFE. Mentoring and assistance is available from CRC staff and work performed at the CRC will contribute to your qualification.

## WHAT ELSE?

Trainees may be involved in several one-day work placements with our partner organisations and may have a once-



in-a-lifetime opportunity take a Leeuwin Sail Training adventure.



## SELECTION CRITERIA

### Essential Selection Criteria

- Written and oral communication skills
- Basic Math skills and computer skills.
- A history of hard work, being a self starter, and of performing tasks as directed.
- Willingness & aptitude in providing computer and smartphone assistance to beginners.
- Willingness or history of involvement in community projects.
- Ability to pass a Working With Children check.

### Desirable Selection Criteria

- Customer service and/or cash handling experience.
- Experience in creating documents.

### Bonus Points

- Interest and/or experience in desktop publishing (creating pamphlets, labels, notices).
- Interest and/or experience in creating video content.
- Interest in art, design, photography or related area.
- A vision for the future of Northcliffe.
- Advanced computer skills.

## APPLYING FOR THE POSITION

Your application in writing should include:

- a maximum of 2 pages addressing selection criteria above
- a 1 page cover letter
- a resume (generally 1-3 pages). Your resume should list 2 or 3 referees.

Assistance to apply is available at the NCRC.

Application COB Monday 24th March 2024

Enquiries: Graham Evans, in person at NCRC, or phone 0455438890.

Lodge in person at Northcliffe CRC, or, mail to Graham Evans, NCRC, PO Box 133 Northcliffe WA 6262, or, email [ncrc@northcliffe.org.au](mailto:ncrc@northcliffe.org.au)

Monday, Tuesday, Wednesday 10am to 5pm • Thursday, Friday 10 am to 6pm



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We are a not-for-profit  
organisation supported  
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Department of  
Primary Industries and  
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