

# Trainee Position Vacant

*Commences April 2024. 18 month contract, 21 hrs/ wk, roster negotiable, \$25 per hour.*

This unique traineeship opportunity involves working 2 days per week at Northcliffe Community Resource Centre (NCRC) and 1 day per week at Northcliffe Visitor Centre and Public Library (NVC). You will receive training and gain experiences and connections in both workplaces, working alongside two fantastic teams.

**You can choose to study a Certificate in Business or a Certificate in Tourism.**

## IS THIS OPPORTUNITY FOR ME?

Duties at NCRC will include assisting customers, cash handling, data entry, providing computer support, cleaning duties, opening and closing, supporting printing and other services including event delivery and projects. Additional duties at the NVC will include issuing books and using the library system, bus bookings, Understory ticket sales, and provision of visitor information and assistance.

## SPECIAL EVENTS and ACTIVITIES

Northcliffe's biggest annual event, The Karri Cup Mountain Bike Ride, is managed by the NVC. You will be one of many community champions delivering this vital event.

At NCRC we operate a film club and a YouTube broadcasting studio, run an annual photography competition and exhibition, and other activities throughout the year. If you have a particular interest or talent there are opportunities for you to create events/ activities which align with that.

## 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?

NCRC and NVC are both locally managed not-for-profits.

NCRC provide computer training and support, Centrelink and internet access, printing and office support services, access to online government services, room hire, business and social development initiatives, activities and events.

NVC provide visitor services, act as a trailhead for the Understory art-in-nature attraction and a Gallery sales point.

This traineeship program is supported by the Northcliffe Community and the Government of Western Australia



Department of  
Primary Industries and  
Regional Development

## CHOOSE YOUR QUALIFICATION!

***Certificate in Business (III or IV) or,  
Certificate in Tourism (III or IV)***

## WHAT IS A TRAINEE?

Trainees undertake study in the workplace in conjunction with their work duties. Studies are managed via a TAFE and are estimated to take up 25% of a trainee's time in the workplace. NCRC will pay your training fees.

As a trainee you are expected to be self-guided and self-motivated in your studies. Mentoring and assistance is available via your colleagues as well as TAFE, and work performed will contribute to your qualification.

## 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).
- Experience in visitor servicing.
- 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
- 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.

Applications close Sunday 4<sup>th</sup> May 2025. 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)