

Position Description

Position Title	Youth Activities Worker
Position No	6088
Directorate	Community
Department	Children, Youth and Family Services
Unit	Youth Services
Appointment Type	Casual
Classification	Band 4
Location	Kyneton - all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.
Reviewed by People and Wellbeing	April 2022
Employee – Name	Signature Date / /

Position Objective

The position is responsible for supporting youth engagement and development activities, assisting with events, and promoting positive health and wellbeing for young people across the shire. Youth Activity Workers play an integral role within the Youth Services Team and contribute to the planning, delivery and evaluation of our programs and activities.

Organisational Values

Macedon Ranges Shire Council is committed to the core values of respect, honesty, accountability, working together and innovation.

We will show **respect** for each other and other opinions and perspectives. We will be **honest** about issues and gaps we have identified and that there is room for improvement. We will show ownership and be **accountable** for the actions we identify. We will **work together** positively and constructively across our department and directorate. We will be **innovative** through being open to new ideas and ways of doing things.

Key Responsibilities and Duties

- To assist in development and delivery of activities such as youth spaces, consultations, holiday programs and virtual/online events.
- Support youth participation opportunities in the implementation, review and evaluation of the 2018-2028 Youth Strategy
- Work collaboratively with partners and other Council Departments in delivering Youth Services activities.
- To assist with the planning, delivery and evaluation of events, camps and Youth Services activities.
- To assist with research projects, including data collection.
- To apply a strength-based and inclusive approach to engaging with participants and the broader community.
- Be available to attend training and professional development specific to the role
- Assist with content creation and support of Youth Services online platforms (currently Facebook).

Occupational Health and Safety and Risk Management

- Create, maintain and foster a safe work environment at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety
- Ensure staff follow safe work practices, procedures, instructions and rules at all times and report potential breaches.
- Ensure compliance with the provisions of the Occupational Health and Safety Regulations at all times.
- Ensure that identified risks are reported to line managers and identified risk reduction strategies are implemented.
- Ensure compliance with Council's Occupational Health & Safety and Risk Management Policy and Procedures.

Record Keeping

This position is responsible for ensuring that records are created which will adequately document the business activities in which they take part, and that the records created and received are captured into the appropriate and authorised recordkeeping systems in accordance with records management policy.

Organisational Relationships

Reports to	Coordinator Youth Services
Supervises	Volunteers (including young people)
Internal Contacts	All other staff

External Contacts	Young people and their families Secondary Schools Youth Service Providers Sponsorship providers Youth Networks Residents Police
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Accountability and Extent of Authority

- In accordance with Council policies, guidelines and delegations this position is responsible for the operations of Youth Services programs and activities; including safe supervision and support of young people attending programs, special events, and community based events and activities
- Employees are required to respond and be contactable within reasonable expectations as agreed with the line supervisor.
- Freedom to act is subject to guidance and supervision with ability to exercise some discretion within specific guidelines.

Judgement and Decision Making

- The Youth Activities Worker will be able to make decisions relating to duty of care issues with young people in the course of their work.
- Guidance and advice is always available within a time to make a choice.
- Work objectives are well defined.

Specialist Knowledge and Skills

- Understanding and knowledge of models of youth participation, youth development, inclusion, community consultation and development.
- Understanding and knowledge of the management processes associated with the creation, conduct and delivery of events.
- Excellent understanding of social media platforms.
- An ability to build rapport with young people and the community.
- Experience in running outdoor small to large scale events.
- Experience in inclusive practice and developing and facilitating activities with young people from diverse backgrounds, identities and abilities.

- Skilled in the use of online tools and software in developing social media and promotional content.
- General knowledge of computer and audio equipment as used in training programs and events (or a willingness to learn).

Management Skills

- Demonstrated experience in the supervision and operation of a range of youth events, programs and activities.
- Demonstrated experience in supporting volunteers in the facilitation of programs and activities.
- Demonstrated experience in group program facilitation.
- Basic skills in managing time, planning and organising one's own work under broad guidelines.
- An ability to work under pressure with a variety of young people.

Interpersonal Skills

- Evidence of highly developed skills relating to young people and an understanding of the issues that impact upon young people and their connection to family and community.
- The ability to communicate effectively with service providers, council staff, young people and the wider community.
- The ability to empathise with people in a variety of situations, together with the ability to provide non-judgmental assistance to clients and refer to appropriate services as necessary.
- Well-developed oral communication skills including negotiation and conflict resolution skills, in regards to minor problems.
- A good sense of self awareness and understanding of how young people and others perceive you.

Qualifications and Experience

- TAFE level qualification or skills working with young people gained through relevant experience and on the job training
- Current Victorian drivers licence.
- Hold a current employee working with children card prior to commencement.

Selection Criteria

1. TAFE level qualification or skills working with young people gained through relevant experience and on the job training
2. Proven ability to engage young people, and motivate and encourage active youth participation.
3. Understanding of the processes associated with the planning, development and delivery of events.
4. Demonstrated experience in developing social media and/or promotional content for community programs.
5. Ability to effectively work independently and as part of a team.
6. Ability to work flexible hours (evenings/weekends).
7. Demonstration of boundary settings when working with young people

Note: Appointment is subject to the successful completion of a National Police check.

Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreements pertaining to Macedon Ranges Shire Council employees are:

- Macedon Ranges Shire Council Enterprise Agreement 2019
- Early Education Employees Agreement 2020

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details Enterprise Agreements can be downloaded from www.fwc.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The

selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check. Appointment to positions within Macedon Ranges Shire Council is on the basis of merit.

Key Selection Criteria

The position description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

More Information

The Contact Officer's name is stated on the Job Advertisement. If you have any queries, please contact this person so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

Privacy Statement - Recruitment

Personal and Health Information will be collected by Council during the recruitment process. The Personal and Health Information will be used solely by Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Canvassing of Councillors and Council Officers

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.