

Position Description

Position Title	Youth Parliament Program Officer
Department / Industry	Youth Empowerment
Agreement / Award	Social, Community, Home Care and Disability Services Award 2010
Classification / Grade	Level 2 Pay Point 1

About YMCA South Australia

“Creating opportunities for people and communities to connect with a better life” - VISION 21

YMCA South Australia is a charitable, not-for-profit community organisation that has served the South Australian community for more than 160 years. With approximately 800 employees, we deliver programs and services across the state in settings including community recreation centres, swimming pools, health and fitness facilities, camps, early education and schools and youth services.

Our Beliefs

- **COMMUNITY** – We make a positive difference in the communities in which we work
- **OUR PEOPLE** – We value our people and their contribution to our organisation
- **YOUNG PEOPLE** – We value and encourage the impact of young people in our community
- **FOCUS** – We think globally and act locally
- **SUSTAINABILITY** – We work to build a strong and vibrant YMCA for future generations
- **EQUALITY** – We value equality of opportunity for all people

Our Values

- **INCLUSIVENESS** – We strive to ensure everyone is welcome at the Y
- **ACCOUNTABILITY** – We accept responsibility for our decisions and actions
- **INNOVATION** – We encourage original and creative thinking
- **CARING** – We strive to display kindness and concern for others in all that we do
- **CONNECTING** – We work to bring people and opportunity together

For further information regarding YMCA South Australia, please visit www.sa.ymca.org.au.

Position Summary and Requirements

Minimum Qualifications:	<ul style="list-style-type: none"> National Criminal History Record Check (NCHRC) – Certificate must be within six (6) months from date of issue International police check - for applicants who have lived or worked overseas in the past five (5) years Working with Children Check (WWCC) (HLTAID009) Provide CPR (HLTAID011) Provide First Aid Current Drivers Licence (ability to drive manual geared vehicles preferred) Certificate of completion for "Responding to Risks of Harm, Abuse and Neglect" (RRHAN) training
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"As a member of staff at YMCA South Australia, this position requires you to work as part of a team committed to goals and mission that actively fosters community participation and involvement."

The Youth Parliament Program Officer is a key position in the Youth Empowerment team. The Youth Parliament Program Officer's role is to support the delivery of Youth Empowerment programs. This may include planning and developing activities, delivering safe and engaging activities while on program/camp, ensuring the program stays on schedule, supporting staff and volunteers to complete their tasks and ensuring program outcomes are met.

Areas of accountability (e.g. Recruitment)	Key duties (i.e. List specific duties in relation to area of accountability)	Measures (i.e. How to tell when the job is done)
Activity planning and delivery	<ul style="list-style-type: none"> Plan, arrange resources for and deliver safe, engaging and age appropriate activities for program participants. Supervise program participants to ensure their personal safety. Ensure rosters managed according to requirements and in line with the relevant award / agreement constraints. 	<ul style="list-style-type: none"> Session/Activity/camp plans submitted and approved by manager. Activity resources sourced and organised prior to running activities. Relevant program staff and/or volunteers have all required information to help facilitate the activities.
Program oversight	<ul style="list-style-type: none"> With direction from the supervisor or manager, deliver a program that meets the specified outcomes. Ensure the camp follows the schedule and all key elements are delivered. Adhere to YMCA South Australia policies, procedures and work safe 	<ul style="list-style-type: none"> Program/camp completed to plan as per schedule with all program elements delivered as planned (includes meal times and activity delivery). Staff and volunteers follow the schedule and rostered work times and breaks are adhered to. Specific program outcomes are met.

	practises (including risk assessments) to ensure the safety of participants, volunteers and staff.	<ul style="list-style-type: none"> Participants, volunteers and staff report feeling safe and positive about the program.
Staff and volunteer support	<ul style="list-style-type: none"> Support other staff and volunteers on program/camp including volunteer taskforce Delegate tasks as required. Provide guidance and encouragement where needed. Identify any skill gaps and ensure training provided where required. 	<ul style="list-style-type: none"> Staff and volunteers understand their role and responsibility and complete their tasks appropriately. Activities are delivered in accordance with plans. Staff/volunteer to participant ratios are upheld. Staff and volunteer End Of Program Reviews include positive feedback regarding the Youth Parliament Program Officer.

Key Relationships

Position reports to:	<ul style="list-style-type: none"> Youth Parliament Program Coordinator
Direct reports:	<ul style="list-style-type: none"> Volunteers
Key internal relationships:	<ul style="list-style-type: none"> YMCA South Australia staff and volunteers YMCA staff nationally Community Strengthening staff and volunteers
Key external relationships:	<ul style="list-style-type: none"> Patrons and key stakeholders of YMCA South Australia Venues / Campsites External Activity Providers Parents and guardians

Selection Criteria

In addition to the minimum position qualifications outlined in the Position Summary and Requirements table above:

Qualifications and Licences – Desirable

- Relevant tertiary qualification (Outdoor Recreation, Teaching (Primary / Secondary / Outdoor Education), Social Work, Youth Work, Event Management) or relevant work experience.
- Pool Lifeguard Certificate skill set
- Specialist skills and qualifications (eg. Kayak / Canoe instructor, bushwalking, counselling, events, leadership, community engagement)
- Food Safe Handling and Hygiene

Knowledge and Experience – Essential

- A proven ability to lead and deliver programs
- Demonstrated experience running activities with and for children and young people • An understanding of conflict resolution and mediation skills
- Experience with problem solving - identifying obstacles and making appropriate decisions
- Demonstrated ability to communicate effectively in a range of circumstances
- Experience working with children and young people from diverse backgrounds
- Experience in risk management and decision making in emergency situations

Personal Attributes

- Creates a fun and exciting work atmosphere that is hardworking and goal orientated.
- Demonstrated ability to work effectively both independently and as part of a team.
- Creates a welcoming atmosphere by engaging all people in a friendly and approachable manner.
- Works as part of a team and shows professionalism.
- Punctual in both attendance on shift and attendance at staff meetings.
- Promptly responds to customers' needs or concerns.
- Recognises and acts on the need for support and will accept and delegate responsibility when required.
- Models, demonstrates, and teaches positive values like caring, honesty, respect and responsibility.
- Maintains high standards of presentation and personal grooming.

Safeguarding Children and Young People

• Safeguarding Children & Young People

In order for young people to be inspired, they must Feel Safe and Be Safe. As part of our Safeguarding Strategy at the Y, we have developed our Safeguarding Framework which aspires to ensure that all Children and Young People are safe and feel safe at the Y, in their families and in their communities.

Our Safeguarding Framework aims to develop:

- A safe culture nationally which empowers Children and Young People by promoting Children and Young Person focused leadership and governance;
- Safe operations to ensure Y People have the right policies, processes and practices to keep Children and Young People safe; and
- Safe environments at the Y and in communities which empower Children and Young People to thrive.

All Y People are integral to ensuring the implementation of our Safeguarding Framework across the Y.

Y People in Direct Contact Roles will do this by:

- Upholding the rights of and always acting in the best interest of Children and Young People.
- Fulfilling your responsibilities under safeguarding legislation within your State, including declaring anything you become aware of through the course of your engagement with the Y which a reasonable person would consider could impede your suitability to have contact with Children and Young People.

YMCA South Australia

- Supporting your colleagues, supervisors and/or direct reports to understand their responsibilities under safeguarding legislation.
- Participate in all required Safeguarding Children and Young People training for your role.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse or neglect in line with policies and procedures.
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices.
- Maintaining appropriate vetting checks including, but not limited to, Working with Children Checks (or equivalent), National Police Check and International Police Check (as required).
- Support the facilitation of safe operations to ensure Y people have the right policies, processes, and practices to keep children and young people safe.
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures, and practices.
- Speaking up about any safeguarding risks and/or concerns to ensure that you are supporting the continuous improvement of our spaces and safeguarding practice.
- Complete appropriately detailed risk assessments to address any vulnerabilities to children and young people as required.
- Empower all children and Young People to have a voice particularly in matters that affect them.
- Actively educate, promote and advocate the protection and safety to all children and young people, families and their communities

Work Health and Safety

You will be required to:

- Familiarise yourself with all policies, procedures, and work practices of YMCA South Australia.
- Maintain currency of knowledge in relation to work health and safety.
- Maintain a working knowledge and understanding of your centre's Emergency Action Plan.
- Take responsibility for your own health and safety and the safety of the work environment.
- Ensure that your actions and omissions do not adversely affect the health and safety of other persons.
- Comply with all reasonable instructions in relation to work health and safety, including YMCA South Australia's policies and procedures as amended from time to time.
- Assist YMCA South Australia to provide an inclusive workplace by adhering to YMCA South Australia's Access and Inclusion Policy and applicable equal opportunity laws as amended from time to time.
- Inform your manager of any issues or concerns that may affect your ability to perform your role safely.

Approval of Position Description

Date created or revised:	31 October 2022
Approved by:	Srbijanka Rajic – Head of People and Safety

Signed:	
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Acknowledgement of Incumbent

I acknowledge that I have read and understood the requirements of this position.

Name:	
Signature:	
Date:	