

## Youth Programs Administration Officer – Position Description

<b>Position Title</b>	Youth Programs Administration Officer
<b>Department / Industry</b>	Youth Parliament
<b>Agreement / Award</b>	Social, Community, Home Care and Disability Services Award 2010
<b>Classification / Grade</b>	Level 2 Pay Point 1

### About YMCA South Australia

***“We work together from a base of Christian values to provide opportunities for all people to grow in body mind and spirit”*** (our mission).

YMCA South Australia is a not-for-profit community organisation that has served the South Australian community for more than 170 years. With approximately 1,200 employees (and growing), we deliver programs and services across the state in settings including community recreation centres, swimming pools, health and fitness facilities, community centres, camps, early education and schools and youth services.

Our aim is to develop the whole person, helping all South Australians connect with a better life. Not only their physical fitness and capabilities, but also their sense of identity, purpose, hope and dignity; psychological health; resilience; social connectedness; lifelong learning; and their own contribution back into the community. All the elements that together constitute a full, healthy, productive and satisfying life.

Our vision is to see ***“lives enriched through wellbeing”*** in this wider, and more integrated, sense across all of the South Australian communities in which we work.

For further information regarding YMCA South Australia, please visit [www.sa.ymca.org.au](http://www.sa.ymca.org.au).

### The Y Factor

YMCA South Australia’s culture is characterised by what we call “the Y Factor” – ***“genuine care for the whole person, for every person.”*** This ethos runs deep at the Y, being evident in our rich history of positive change around the world. This kind of authentic concern for others opens the opportunity for deeper and more profound impact – both on the community’s wellbeing and our own as staff and volunteers. The YMCA is an environment in which everyone is to be recognised and appreciated as the unique and inherently valuable person they are. A place in which every person can “grow in body, mind and spirit”.

## Position Summary and Requirements

***“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 Programs Administration Officer's role is to support the delivery of Youth Parliament programs, working under general supervision with regular guidance. This may include assisting with the planning of activities, assisting with the delivery of safe and engaging activities while on program/camp, contributing to keeping the program on schedule, supporting staff and volunteers to complete their tasks, and contributing to program outcomes being achieved. This position applies established procedures with assistance readily available from the Youth Parliament Coordinator and designated program manager.

Key Accountabilities	Key Tasks
Program Planning and Delivery	<ul style="list-style-type: none"> <li>Support the Youth Parliament Coordinator in day-to-day operations of the programs.</li> <li>Assist with planning, resource arrangement and delivery of safe, engaging and age-appropriate activities for program participants following established procedures or under guidance.</li> <li>Assist the Youth Parliament Coordinator to ensure rosters are managed according to requirements and in line with the relevant award / agreement constraints.</li> <li>With direction from the supervisor or manager, deliver a program that meets the specified outcomes.</li> <li>Monitor program elements to ensure they follow the schedule and key elements are delivered.</li> <li>Adhere to YMCA South Australia policies, procedures and work safe practises (including risk assessments) to ensure the safety of participants, volunteers and staff</li> <li>Assist with all administrative tasks including participant enrolment, payments and communication</li> <li>Assist in the compilation of reports for partners and founding bodies</li> </ul>
Volunteer Support	<ul style="list-style-type: none"> <li>Support other staff and volunteers on program/camp including volunteer taskforce</li> <li>Assist with task coordination.</li> <li>Provide guidance and encouragement where needed.</li> <li>Assist with identifying skill gaps and supporting training delivery.</li> <li>Assist with timetable management and with taskforce meetings</li> <li>Liaise with Corporate services staff for finance, HR and marketing support</li> </ul>

Key Relationships	
Position reports to:	Youth Parliament Coordinator
Direct reports:	Taskforce Volunteers

<b>Key internal relationships:</b>	<ul style="list-style-type: none"> <li>• YMCA of South Australia staff and volunteers</li> <li>• YMCA Staff nationally</li> <li>• Corporate Services Staff</li> </ul>
<b>Key External Relationships:</b>	<ul style="list-style-type: none"> <li>• Patrons and key stakeholders of YMCA South Australia</li> <li>• Venues / Campsites</li> <li>• External Activity Providers</li> <li>• Parents and guardians</li> </ul>

### Selection Criteria

#### Qualifications and Licences – Essential

- National Police Check (NPC) – 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
- DHS Working with Children Check (WWCC)
- (HLTAID009) Provide CPR
- (HLTAID011) Provide Emergency First Aid
- Certificate of completion for “Responding to Risks of Harm, Abuse and Neglect” (RRHAN-EC) training
- Food Handling

#### Knowledge, Skills, Abilities 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
- Administration and finance skills

#### Behaviours and Capabilities – Essential

- Effective interpersonal and supervisory skills
- Effective verbal and written communication skills
- Effective time management skills

### Personal Attributes

- Demonstrates a commitment to the YMCA's mission, and is able to role-model the “Y Factor” to others
- 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**

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.
- 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

<b>Date created or revised:</b>	18 September 2025
<b>Approved by:</b>	Komala Champion – Head of Children's Services

### Acknowledgement of Incumbent

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

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	