

YMCA POSITION DESCRIPTION – YOUTH PROGRAM OFFICER

Position Title	Youth Program Officer		
Group	Youth and Community Services		
Modern Award / Agreement	Social, Community, Home Care and Disability Services Industry Award 2010		
Classification Level	Level 4.1 – Level 4.4		
Position Status	Casual	Child Facing Role	Blue Card Required
		✓	✓
Safeguarding Classification	Child Facing Position (CF)		
Employment Screening	National Police Check; and Working with Children Check (Blue Card)		
Reports to	Centre Manager		
Supervises	Volunteers		

Industry Sector

Formed in 1864, the YMCA of Brisbane services over 10,000 members of the community every week and operates programs from over sixty-five sites in South East Queensland. The YMCA works from a base of Christian values to provide opportunities for all people to grow in body, mind and spirit. The services we provide at the YMCA help fund the benevolent arm of the organisation, Y-Care (South East Queensland) Inc. We are guided to achieve our mission by four key values: honesty, respect, caring and responsibility.

The Springfield Lakes Community Centre delivers high quality programs into the community, targeting families with young children and the general community, enhancing community engagement, connectivity and overall wellbeing of participants.

Position Summary

This position will develop, plan, deliver and evaluate children's and community programs for the YMCA Springfield Lakes Community Centre. The programs are structured, interactive, educational, supportive and inclusive with the following aims;

- Enhance community wellbeing, resourcing, socialization and health and safety;
- Provide opportunities for the community to engage in fun and interesting learning activities;
- Provide opportunity for children to develop positive and trusting relationships with adults in the community;
- Provide community members the opportunity to develop positive and trusting networks in their local community;
- Build family and community links with the YMCA Springfield Lakes Community Centre.

Duties and Responsibilities

1. PROGRAM AND EVENTS MANAGEMENT

- 1.1 Develop and deliver children's programs including but not limited to, playgroup, school holiday activities and celebration day and week events;
- 1.2 Develop the program theme and content;
- 1.3 Plan sessions within budget constraints;
- 1.4 Deliver and evaluate programs and events including but not limited to pre-prep, fundraising and celebration day/week events;
- 1.5 Promote and advertise all activities within the local community;
- 1.6 Develop and implement Risk Assessments for all activities and programs in consultation with YMCA Workplace Health and Safety;



YMCA POSITION DESCRIPTION – YOUTH PROGRAM OFFICER

- 1.7 Work with organisations to plan, deliver and evaluate fundraising days and events;
- 1.8 In consultation with the Centre Manager, apply for relevant grants and funding to facilitate the development and implementation of activities and programs;
- 1.9 With support promote and advertise all activities within the local community;
- 1.10 Develop and implement risk assessments for all activities and programs;
- 1.11 Assist in the application for relevant grants and funding to facilitate development and implementation of activities and programs.

2. STAKEHOLDER MANAGEMENT

- 2.1 Develop and maintain professional relationships with families and children;
- 2.2 Develop relationships with at risk families to create referral pathways for case management by the Centre Manager or other case worker as required;
- 2.3 Develop and maintain professional working relationships with other staff, volunteers and community members;
- 2.4 Work as a cooperative and effective member of the Springfield Lakes Community Centre Team;
- 2.5 Assist in the co-ordination and supervision of centre volunteers to resource programs, activities and events as required.

Safeguarding Children

3. SAFEGUARDING CHILDREN REQUIREMENTS

The status for your position as either child-facing or non-child-facing is outlined on page one of your position description. The YMCA has requirements for both child-facing and non-child-facing roles which are indicated below.

Child-Facing Roles

- 3.1 Declare anything you become aware of through the course of your engagement with the YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people;
- 3.2 Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect;
- 3.3 Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct;
- 3.4 Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws;
- 3.5 Complete a Working with Children Check (Blue Card) prior to commencement and maintain currency throughout employment;
- 3.6 Complete a National and/or International Police Check prior to employment and at the discretion of the YMCA;
- 3.7 Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures;
- 3.8 Participate in safeguarding children and young people training as directed;

Non-Child-Facing Roles

- 3.9 Participate in safeguarding children and young people training as directed
- 3.10 Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families;
- 3.11 Any new program initiatives are to include consultation with children and young people, using standardised practices and resources;
- 3.12 Maintain a working knowledge of policies and procedures relating to safeguarding children and young people;
- 3.13 Attend any other training legally mandated by your role in relation to safeguarding children and young people;
- 3.14 Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

General

4. GENERAL REQUIREMENTS

- 4.1 Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace;
- 4.2 Comply with all Policies and procedures
- 4.3 Maintain confidentiality of all YMCA information, records and files;
- 4.4 Complete the YMCA Induction and other required training as required by organisational policy and procedures;
- 4.5 Uphold, promote and comply with the policies, mission and values of the YMCA;



YMCA POSITION DESCRIPTION – YOUTH PROGRAM OFFICER

4.6 Any other duties as determined by the Chief Executive Officer as required.

Health and Safety

5. WHS RESPONSIBILITIES FOR ALL EMPLOYEES / VOLUNTEERS

- 5.1 Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
- 5.2 Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements;
- 5.3 Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA;
- 5.4 Report all hazards, near-misses, incidents and injuries in accordance with organisation policy and procedures;
- 5.5 Wear appropriate clothing, footwear and protective equipment for the work performed and work environment;
- 5.6 Properly use equipment, including any relevant safety equipment or devices;
- 5.7 Participate in discussions and consultation on the management and resolution of WHS risks;
- 5.8 Accurately complete all required WHS documentation relevant to position and work activities being undertaken
- 5.9 Continually monitor the workplace for hazards so as to minimize the risk to both customers and staff;
- 5.10 Make suggestions for improvements to health and safety practices within the workplace;
- 5.11 Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others;
- 5.12 Comply with any reasonable instruction that is given by the YMCA for ensuring health and safety.

Key Physical Requirements

1. Walking / standing – Frequent
2. Sitting – Constant
3. Squatting/ bending/kneeling – Frequent
4. Working outdoors – Frequent
5. Fine motor skills (keying, typing) – Constant
6. Gross motor skills (setting up, packing up) – Frequent
7. Lifting/carrying up to 10kg - Frequent

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Position Requirements / Selection Criteria

Essential:

1. High level of communication skills;
2. High level of proven program development skills;
3. Proven ability to effectively manage workload;
4. Proven ability to work with minimal supervision;
5. Willingness and available to work flexible hours as determined by business requirements;
6. Currently possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000;
7. Achievement of YMCA's Safeguarding Children Training Certificate and complete annual refresher training;
8. Current Open Queensland Driver's Licence.

Desirable:

1. High level of computer literacy;
2. Experience writing and developing grant applications;
3. Understanding and experience delivering evidence based practice;
4. Ability to manage conflict, complaints and any difficult situations which may arise;
5. Current First Aid and CPR Qualifications.

Approval

Date Position Description Revised:	August 2019
Position Description approved by:	Chief Executive Officer
Date of Approval:	

