



Sunshine Uniting Church

Youth Centre Co-ordinator

Sunshine Uniting Church

- **New Position – 1 year contract**
- **Approx. 20 hours per week**
- **Support our youth and newly arrived migrants**
- **Build partnerships with our providers**

Sunshine Uniting Church is located in the Centre of the Sunshine shopping and transport precinct and has a long history of supporting the most marginalized and vulnerable people.

This position arises from a goal setting process in 2016, where young people and newly arrived migrant and refugee communities were identified as high priorities for the Uniting Church to connect with.

The Youth Program is a new service, targeted at local youth aged from 15-20 years. Being a new position it will require the Co-ordinator to devote time in establishing the program and building relationships with other service providers in the area.

The Youth Program has a target date to open in mid November 2017.

It will be a program based upon indoor recreational activities with a drop-in style component. The program will operate during some evenings and weekends in blocks of 3-4 hours.

The Centre will be overseen by the Youth Program Committee (YPC) and be under the operational management of the Co-ordinator who will be supported and assisted by a team of volunteers.

Remuneration SCHADS level 3-4 dependent upon qualifications and experience

Reporting to the Minister at Sunshine Uniting Church, you will be responsible for:

- Establishing and maintaining a safe, engaging and culturally sensitive environment where young people feel welcome and safe.
- Providing recreational activities that will engage young people in physical activities that will build teamwork and acceptance of differences.
- Create a comfortable drop-in style area within the Centre
- Develop and foster relationships with young people and key stakeholders
- Recruiting and having oversight of volunteers and making provision for their training

- Developing guidelines around policies and behaviour within the Centre
- Oversee OHS requirements and bring recommendations to YPC.
- Attending and providing a written report to YPC meetings and advising the committee where required
- Liaising with other youth service providers in the local area
- Referring young people to appropriate services as required

The successful applicant will have:

- A tertiary qualification in youth work, community development or related social science and/or extensive experience and/or minimum of 3 years experience working with young people from diverse backgrounds using a community development approach.
- Knowledge and experience in community development, community engagement and capacity building, particularly with diverse communities.
- Have an ability to engage others in youth outreach programs and the ability to develop and train a volunteer team
- Ability to develop and maintain partnerships with a broad range of groups, including business, local government and the community
- Hold a current Working With Children Card and Police Check
- Be able to work both one-on-one and with groups
- Have an ability to plan, develop implement and evaluate programs
- Be a team player
- Be self-motivating and self-directing
- Have an ability to manage time and boundaries

To make enquiries, obtain a PD and to send applications - rgormann@bigpond.net.au

Applications should include a current CV, the names of two referees and a covering letter responding to key requirements.

Applications close at 5.00pm on September 28, 2017