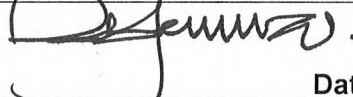


POSITION DESCRIPTION: Youth Programs Trainee ETC

Position title	Youth Programs Trainee
Designation	Level 1 (Municipal Officer) ASTC EA
Position number	P2172
Responsible to	Manager Youth Programs
Position status	End term contract, part-time, commencing Jan 2021 to 24 Dec 2021. Standard Hours - 10 hours per week
Position description approved	 Date: 12 11 20

Primary Objective

This position provides a paid trainee opportunity for a local young person to gain valuable youth service skills and experience. The Youth Programs Trainee works within Council's Youth Programs Unit and assists with the development and delivering of the Youth Action Group, as well as other youth engagement activities and events. The Youth Programs Trainee encourages and helps to facilitate effective peer-level engagement, consultation and communication between their peers (local young people) and Council.

Key Responsibilities

- Support the Youth Programs Officer in the running of Council's Youth Action Group, and other youth activities, events, and meetings.
- Support and encourage the engagement of young people in Council's youth programs, events, groups and consultation processes.
- Facilitate the engagement of with young people, and assist young people to provide feedback to Council on issues important to them.
- Communicate with schools, youth service providers, community groups, and local young people to encourage participation in Council's youth programs and events.
- Contribute to the administration and development of Council's youth social media accounts.
- Provide youth leadership and peer support to other young people, engaging in Council programs.
- Uphold organisational values and behave according to Council's Code of Conduct, including treating other employees and the general public with respect.
- Maintain own health and safety and that of other people in the workplace or those who may be affected by the work being carried out.
- Perform other duties within capabilities and / or consistent with the level of this position as required.

Delegations

Nil



Supervisory Responsibilities

Nil

Special Requirements

- The standard hours for this position are 10 hours per week and may include evenings and weekends.
- Any additional hours offered, up to 38hrs a week are paid normal time. Hours in excess of 38hrs are paid per the current ASTC Employee Agreement.
- Appropriate pay rates apply for work performed outside ordinary hours (weekends).

Qualifications

- Current Working with Children Clearance (Ochre card).
- Current National Police check.

Selection Criteria

Essential

1. An demonstrated interest in working with young people and supporting the development of positive programs and opportunities for young people
2. Experience that demonstrates your ability to support initiatives of a youth group and small community events e.g. running events, a community project or campaigns.
3. Good interpersonal skills with ability to effectively engage with young people from diverse backgrounds, schools and other community groups.
4. Good verbal and written communication skills, including ability to lead and facilitate youth meetings.
5. Knowledge of current youth issues and needs in the Alice Springs region.
6. Current Working with Children Clearance (Ochre card).
7. Current National Police check.

Desirable

1. Experience or involvement in youth leadership programs e.g. Student Council, Round Table of Young Territorian's etc.
2. Current C Class driver licence or ability to obtain.

Employee Name: _____

Employee Signature: _____

Date _____