Shire of BODDINGTON
Flowing with Natural Beauty

SHIRE OF BODDINGTON

Youth Centre Assistant
Casual

POSITION DESCRIPTION

SHIRE OF BODDINGTON

Position Description

1. TITLE:

Casual Youth Centre Assistant

2. DEPARTMENT:

Corporate & Community Services – Youth Services

3. CORE FUNCTIONS:

To assist with the facilitation and management of the Boddington Youth Centre and its volunteers, including the organisation of projects and activities for the Youth of Boddington.

4. SALARY & CONDITIONS:

Salary and conditions as per the Local Government Officers (WA) Award 2011 (Dependent on qualifications and experience)

5. ORGANISATIONAL RELATIONSHIP:

Responsible to:

Internal:
Director Corporate & Community Services
Coordinator Youth Centre
Chief Executive Officer

External:
Guests & Visitors
General Public

6. KEY RESPONSIBILITIES AND DUTIES:

- To assist the Boddington Youth Centre Coordinator with the management of the Youth Centre located on the Old Boddington School site.
- To ensure that children attending the Centre are supervised appropriately by supervisors with a Working With Children Clearance and a Volunteer Clearance
- To educate parents that children should be collected from the Centre no later than 8.30pm on Friday nights.
- To ensure equipment is treated appropriately by users of the Centre and that the equipment is maintained.
- To promote the Centre for young people between 10 – 18 years.
- To assist the Coordinator to organize fund raising activities, with participation by Centre users.
- Ensure that the Youth Centre Management Plan is adhered to.
- Submit fortnightly time sheets to Council.
- Other duties as directed by the Youth Centre Coordinator.
- Must comply with the Council Work Injury Management Program

7. SELECTION CRITERIA:

Essential

- Excellent interpersonal skills and the ability to maintain a high level of confidentiality.
- Public relation skills.
- Applicant must provide a current police clearance before employment commences.
- Applicant must obtain a Working with Children Clearance.
- Ability to communicate and relate to youth attending the Centre.

Desirable

- Working knowledge of the local community and district
- Hold a current "C" class motor vehicle license.
- Youth work experience and or qualifications.
- First Aid certificate