

POSITION DESCRIPTION

P2172-Youth Programs Casual



Position title	Youth Programs Casual
Designation	Level 1 (Municipal Officer) ASTC EA
Position number	P2172
Responsible to	Manager Community and Cultural Development
Position status	Casual
Position description approved	<i>Nicole Bettle</i> Date: <i>25/02/2025</i>

Primary Objective

This position assists Council's Community Development Team to develop and deliver activities and events, to encourage engagement, consultation and communication between young people and Council.

Key Responsibilities

- Support and encourage the engagement of young people in Council's youth programs, events, groups, and consultation processes.
- Facilitate the engagement of 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.
- Provide youth leadership and peer support to other young people, engaging in Council programs.
- Assist in the planning and execution of Council events, ensuring they are accessible and inclusive.

Work Health & Safety (WHS) Responsibilities

- Take reasonable care for own health and safety.
- Take reasonable care to ensure team members actions or omissions do not adversely affect the health and safety of others.
- Comply with reasonable instructions and directions given by or on behalf of the employer on issues related to health and safety.
- Follow lawful and safe work practices, policies, procedures, guidelines and emergency procedures.
- Use all appropriate personal protective equipment, plant and vehicles in a safe manner.

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- Report hazards, accidents, incidents and near-misses to the Manager as soon as practicable.
- Ensure adequate training, instruction and supervision are provided when new tasks or operation of new tools, plant or machinery is requested.
- Engage with management in the effort to eliminate unsafe work practices.

Organisational Values and Behaviours

- Uphold organisational values and behave according to ASTC'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.

Other Duties

- Perform other duties within capabilities and / or consistent with the level of this position as required.

Delegations

Nil

Supervisory Responsibilities

Nil

Special Requirements

- This position is casual and may include evenings and weekends.
- Appropriate pay rates apply for work performed outside ordinary hours (weekends).
- This position may require heavy lifting of up to 10kg.

Qualifications

- Current Working with Children Clearance (Ochre Card).
- Current National Police Check.

Selection Criteria

Essential

1. Ability to support youth programs and community events.

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2. Good interpersonal skills with ability to effectively engage with young people from diverse backgrounds, schools and other community groups.
3. Good verbal and written communication skills, including the ability report feedback.
4. Current Working with Children Clearance (Ochre Card).
5. Current National Police Check.

Desirable

1. Current C Class driver licence or ability to obtain.

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____

Signature _____ Date _____

Supervisor Name _____

Signature _____ Date _____