



## COORDINATOR, YOUTH PROGRAMS POSITION DESCRIPTION

<b>Department:</b>	Community Development
<b>Unit:</b>	Arts, Culture & Community Connections
<b>Section:</b>	-
<b>Reports To:</b>	Reports to the Manager, Arts, Culture & Community Connections The Position is also expected to work in collaboration with other staff across the organisation.
<b>Direct Reports:</b>	Nil.
<b>Classification:</b>	South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement General Officer, Level 4 <i>Subject to qualifications, skills and experience</i>
<b>Special Conditions:</b>	Parental Leave Fixed-term Contract (9 months)

### PURPOSE

The Council's *Youth Development Program* seeks to facilitate and contribute to the well-being of young citizens aged 12-24 years of age who live, work, study, Volunteer and recreate in the City of Norwood Payneham & St Peters.

An important aspect of the Council's Youth Development Section, is about the application of a "youth lens" across all of the activities, programs, facilities and infrastructure which are provided by the Council.

The position is responsible for providing young citizens with or connecting them to opportunities (i.e. programs, information and other activities) that can contribute to their personal and social development and participation in community life.

The position is responsible for the implementation of the Council's *Youth Action Plan 2025-2027* which focus on the following four (4) key priority areas:

- Young people are included in decision-making and develop active citizenship skills.
- Young People are work ready
- Utilise the Norwood Concert Hall to empower young people through the art of performance
- Young People are building positive mental health habits

### KEY RESPONSIBILITIES

#### Youth Engagement & Wellbeing

- Mentor, supervise and provide leadership to young Volunteers and participants, participating in the Council's Youth Program and projects.
- Co-ordinate and deliver the outcomes expected of the Council's *Youth Action Plan 2025-2027* Program, in conjunction with Three D Radio.
- Develop and implement an annual program of activities for young people aged 12-24 years.
- Promote and connect marginalised local youth to Council's programs and activities.
- Promote services, programs, activities projects and events to young people that will contribute to their well-being.
- Promote and provide information to young people on existing opportunities for physical activity and play.
- Facilitate connections for young people with local sporting clubs, to enable participation in sporting, recreational opportunities and other associated activities.
- Engage with local primary and high schools, local youth service providers and community groups.
- Respond to enquiries seeking information regarding Youth Programs and activities which are organised by the Council.

#### Program Development, Implementation and Administration

- Ensure the Council's range of Youth Development programs and activities respond to the direction set out in CityPlan2030 and the Youth Action Plan 2025-2027;
- Monitor and manage the Youth Development Program Budget.
- Where applicable, prepare submissions for external funding of projects.

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- Monitor and communicate the progress and results of the Youth Development Program and Youth Action Plan 2025-2027 to management and the Council.

#### Policy Development

- Keep up to date with current trends relevant to Youth Development and adopt industry best practice.
- Provide advisory support to Council Staff and Elected Members to ensure the Council's projects, infrastructure and programs and events take into consideration young citizens' interests and needs.
- Develop and maintain policies and procedures associated with and relevant to the Council's Youth Development Program.

### SELECTION CRITERIA

#### ESSENTIAL CRITERIA

- Minimum three (3) years experience in a similar role.
- Experience working with young people aged 12-24 years.
- Experience in the development, implementation and evaluation of programs and projects.
- Experience in working with young people from a broad range of backgrounds in a community setting.
- Ability to co-design initiatives with young people.
- Ability to coordinate the Council's work experience and work placement program.
- Knowledge of local and broader youth wellbeing issues.
- Interpersonal skills with an ability to engage and work with Stakeholders and groups.

#### DESIRABLE CRITERIA

- Tertiary Qualification in areas such as Youth Work, Community Development, Social Science, or Social Work.

### JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Department of Human Services (DHS) Working With Children Clearance
- Current drivers licence
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

### WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

All Workers Are responsible for:

- Prioritising safety in the workplace.
- Taking reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
- Complying with legislation, policies, procedures and participating in WHS training.
- Proactively identifying and reporting hazards, incidents, injuries and property damage, using appropriate reporting systems.
- Using tools and equipment correctly to protect the health and safety of yourself and others.
- Ensuring you are medically and physically fit to undertake the requirements of your position.
- Following reasonable safety instructions.
- Not attending work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

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POSITION DESCRIPTION

WHO WE ARE



AGREEMENT

- By accepting this position, you acknowledge and agree to the following:
- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
  - I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
  - I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
  - I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
  - I accept my role in fulfilling the Council's Values and Strategic Goals.
- APPROVED BY:** **READ & AGREED TO BY:**

Mario Barone PSM  
**CHIEF EXECUTIVE OFFICER**  
Date \_\_\_\_\_

**Insert Name of Incumbent.**  
**COORDINATOR, YOUTH PROGRAMS**  
Date \_\_\_\_\_