

**Mission:** Concern Australia works in partnership with young people and children, creating opportunities for them to enjoy full and meaningful lives.

**Vision:** An Australia where young people and children have HOPE for a successful and positive life.

**Values:** Faith ♦ Integrity ♦ Respect ♦ Belonging.

<b>POSITION TITLE:</b>	<b>After Hours Care and Holiday Program Coordinator</b>
<b>AWARD CLASSIFICATION:</b>	MA000100 Band/Level 3.1
<b>DEPARTMENT:</b>	LiveWires Program
<b>DATE APPROVED:</b>	1 <sup>st</sup> April, 2018
<b>APPROVED BY</b>	General Manager of Business Operations

Concern Australia is a dynamic not-for-profit Christian organisation which finds its roots in the work of Rev Dr John Smith who also founded the God's Squad Christian Motorcycle Club in the 1970s.

Today we work with young people and children 5-21 years, creating opportunities for them to enjoy full and meaningful lives. Late 2016 we launched 2020VISION, our new Strategic Plan and we are working to realise 4 shared goals to be

PEOPLE-CENTRED ♦ LEADER ♦ PARTNER ♦ STEWARD

Our work focusses on the innovation, development and delivery of responses in the areas of Education; Housing & Homelessness; and Justice. Each year we connect 30,000 vulnerable young people across Australia through the following activities:

#### Education

- Values for Life – seminars within primary and secondary schools to 25,000 students, parents and teachers across Australia.
- LiveWires – an after school care and holiday programs for 80 school aged children and support to 40 families living in the Collingwood housingestate.
- Hand Brake Turn – pre vocational automotive training to 80 trainees per year

#### Housing & Homelessness

- InsideOut – the provision of Out-Of-Home-Care in partnership with the Victorian Government's Department of Health and Human Services through the Enhanced Lead Tenant Program offered to young people living in 17 properties across metropolitan Melbourne.
- STEPS Outreach Service – support to over 500 homeless young people from the steps of Flinders Street station.

#### Justice

- Chaplaincy and support services for young people at the Malmsbury Youth Justice Centre.

## ORGANISATIONAL RELATIONSHIPS

<b>REPORTS TO:</b>	LiveWires Program Manager
<b>SUPERVISES:</b>	-
<b>INTERNAL LIAISONS:</b>	Executive, Program Managers, Finance, Volunteers
<b>EXTERNAL LIAISONS:</b>	Donors, Philanthropists, Program Participants and Family Members

## POSITION OBJECTIVES

- Provide a quality, safe, fun and effective after hours care program for all children in attendance

## KEY RESPONSIBILITY AND DUTIES

- Manage logistics of running the After Hours Care and Holiday Program including resource requirements
- Ensure all children are directly supervised at all times
- Ensure the program is run in a safe, fun and effective manner within the Concern Australia(CA) Policies and Procedures and operational guidelines
- Ensure all security checks are valid for all volunteers and workers at all times
- Manage volunteer engagement including volunteer orientation and induction
- Manage the behavior of all participants and develop/manage group management strategies using behavior management techniques in line with CA Policies and Procedures and operational guidelines
- Develop and foster relationships with the children and their parents which promotes good quality care, safety, respect and trust
- Respond to incidents within the program promptly and within the CA guidelines and notify the Program Manager immediately
- Provide monthly progress reports to the program manager
- Evaluate working relationships and program objectives and aims to determine if any modifications are required to the program delivery and recommend improvements required
- Manage the program within the approved budget
- Assist in fundraising and promotion of the program
- Ensure high standards of cleanliness, safe food handling and hygiene practices and safety procedures are maintained and willingness to participate in additional training as required

## INTERPERSONAL SKILLS

- Genuine interest and demonstrated ability in working with children
- Commitment to providing a safe, fun and effective service to children
- Ability to build effective relationships with children, parents and fellow workers and stakeholders
- Highly reliable and punctual with excellent communication skills
- Flexibility to adjust and adapt to changing work demands and routines whilst meeting commitments
- Demonstrated commitment to and/or understanding of equal opportunity principles and occupational health and safety issues

## QUALIFICATIONS AND EXPERIENCE

- Current certification or currently studying in a Certificate III or Diploma in Children's Services, Outside School Hours Care, Early Childhood Development or Community Development or Services (or related field)
- A current and valid First Aid and CPR Certificate (i.e. HLTAID004)
- Demonstrated experience in working with children. (Experience with culturally and linguistically diverse social backgrounds advantageous)

**KEY SELECTION CRITERIA**

1. Qualifications and/or experience in children's services (Essential)
2. Demonstrated experience in working with children (Essential)
3. A current and valid First Aid Certificate and CPR Certificate (Essential)
4. Demonstrated commitment in line with Concern Australia's Values