Approved by Committee of Management – February 2016

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<tr>
<th>Position Title</th>
<th>Assistant Coordinator</th>
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| Salary               | $63,400 - $70,000 Pro Rata (Inc. superannuation)  
|                      | Hourly rate $29.32 to $32.46 |
| Employment Status    | Part time, fixed term 12 month contract  
|                      | 3 days a week (0.6 per week) |
| Award                | Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS)  
|                      | Level 4 |
| Position Reports to  | Coordinator |
| Location             | 309a Main Rd East St Albans 3021 |

**ABOUT THE CENTRE**
St Albans Community Youth Club Incorporation is a community based non for profit organisation established in 1950 and operates autonomously governed by a Committee of Management. The centre provides a range of activities, programs, social events and support to all residents of all ages across St Albans suburb and beyond. The neighbourhood house plays a significant role in providing community connection, lifelong learning opportunities, enabling local participation in decision making structures, and enhancing educational, health, and social and economic wellbeing. Neighbourhood Houses enable local residents to become active and resilient and form an integral part of the social fabric in communities.

St Albans Community Youth Club Inc. follows community development principles as listed in the Neighbourhood House Coordination Program Guidelines 2015. The centre currently has one paid staff member and this position will add to that team.
POSITION OBJECTIVE
- Assist community centre Coordinator with administration and day to day operations.
- Provide customer services and programming to residents and families who live in St Albans.
- To promote and facilitate the use of the centre for programs that develops social responsibility and resilience, encourages self-determination, and reduces isolation.

KEY RESPONSIBILITIES:

Administration
- Review and respond to incoming correspondence. Sort and distribute incoming mail to coordinator and committee of management and dispatch outgoing mail.
- Write letters, mail outs and reports using word processing programs.
- Answer telephone enquiries, greet and attend to visitors and assist Coordinator in managing the organisations operations.
- Operate a range of office machines such as photocopiers, computers and faxes
- Arrange appointments for callers and the Coordinator and keep record of these.
- Carry out office tasks such as filing, book keeping and banking as required.

Programming
- Recruit, train and induct volunteers as required.
- Provide information and referral to assist local residents.
- Assist in managing emergency relief programme.
- Assist with set up and pack up of equipment/material for user groups and cleaning the centre when required.

General
- Liaise with community members and local networks.
- Identify new funding sources to support program development.
- Work within budget constraints of program delivery.
- Assist Coordinator in reviewing maintenance of the building and resources and ensure that space is made accessible and safe to new and existing service users.
- Develop position descriptions for committee of management and volunteers.
- Perform other duties such as reporting and/or presentations for the Committee of Management as directed.

KEY SELECTION CRITERIA:

Applicants will need to demonstrate their capacity to meet the following criteria:

ESSENTIAL
- Tertiary qualification in community development, social work or relevant fields, with a minimum of two years’ experience.
- Demonstrated ability to develop and deliver community programs.
- Demonstrated ability to work sensitively with individuals/groups from diverse backgrounds and abilities with complex needs.
- Well developed interpersonal skills.
- Demonstrated organisational skills and the ability to manage multiple tasks and conflicting priorities.
• Excellent verbal and written communication skills.
• Proficiency in administration skills including the use of MS Windows and Office software.

DESIRABLE
• Previous experience working with Committees of Management, Neighbourhood Houses or the not for profit sector.
• Experience in promoting programs and initiatives using various social media/website platforms.
• Familiarity with the current philosophy and aims of the St Albans Community Youth Club Inc. and awareness of St Albans community needs.
• Understanding of emergency relief programs.
• Current drivers license and use of own vehicle.
• First Aid certificate.
• A second language.

CONDITIONS OF EMPLOYMENT
• All conditions are bound by the SCHADS Award
• This is a 12 month fixed term part time position three days per week. Employment will be subject to the satisfactory completion of a three month probation period.
• Successful applicant will be required to undertake a Working with Children Check and Victorian Police Check.

Prepared by: St Albans Community Youth Club Inc – Committee of Management
Approved by: St Albans Community Youth Club Incorporated – Committee of Management
Date: 23 February 2016