



**Street Address**  
Cnr Allan and Kembla St  
Port Kembla NSW 2505  
**Postal Address**  
PO Box 79  
Port Kembla NSW 2505  
**Phone** 02 4276 1229  
**Email** [management@pkyp.org.au](mailto:management@pkyp.org.au)

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### **Application Package - YOUTH DEVELOPMENT WORKER (Part-time)**

10 hours per week - SCHCADS Award  
(Grade 2-3, depending on qualifications)

To work with young people between the ages of 12-24 years by maintaining existing programs and plan and implement new programs for the area. Must be available Monday and Thursday. Probationary period applies.

#### **Essential Criteria:**

- Relevant tertiary qualifications or currently studying towards.
- Demonstrated understanding of issues affecting young people
- Demonstrated experience in planning, implementing, evaluating and coordinating programs.
- Demonstrated experience in submission writing, administration and computer literacy.
- Understanding and ability to use digital platforms, social media in a professional setting.
- Familiarity with community management practices.
- First Aid Certificate (or willingness to obtain within three months).
- Driver's license and access to a reliable vehicle.
- Working with Children Check.

#### **Desirable Criteria:**

- Knowledge of other services relevant to the position.
- Demonstrated understanding of and commitment to cultural diversity and social justice.

**Please nominate 3 Referees in your application whom we can contact.**

**APPLICATIONS CLOSE : Friday 4th February 2022.**

**Email to: [management@pkyp.org.au](mailto:management@pkyp.org.au)**

**The position involves working with young people and therefore it is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position.**



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**Position Description - YOUTH DEVELOPMENT WORKER**

**Updated:** January 2022.

**Responsible to:** The Management Committee of the Port Kembla Youth Project Inc. The part-time Youth Development Worker is supervised on a day-to-day basis by the manager.

**Current grade:** SCHCADS Grade 2-3 (depending on qualifications)

**Duties:**

1. Develop, implement and coordinate existing and new programs relevant to young people in the area (Port Kembla and adjacent areas as specified in work plans).
2. Provide information, referral, support and advocacy service to young people and their families.
3. Develop knowledge and understanding of current youth services, programs and other relevant resources in the Illawarra.
4. Provide administrative and program support as required.
5. Update Port Kembla Youth Project's social media presence as required.
6. Investigate and pursue relevant avenues of funding in collaboration with manager.
7. Attend meetings as a representative of the Port Kembla Youth Project as required.
8. Provide written worker reports to the management committee of the Port Kembla Youth Project.
9. Attend staff meetings and management committee meetings of the Port Kembla Youth Project as required.
10. Attend appropriate training/professional development and programs as required.
11. Perform duties consistent with the current award and/or conditions of employment.