



Youth Programs Coordinator Hotham Mission Education Support Programs

Position Focus

The Youth Programs Coordinators main focus is the coordination of the education support programs. Currently this includes the weekly Homework Club working with students in Grade 3-6.

Overview

Hotham Mission is part of the Congregation of Mark the Evangelist, supported by St. Mary's North Melbourne, St. George's Anglican Church the West Melbourne Baptist Church and other local community members/organisations.

Hotham Mission provides community support for disadvantaged, vulnerable and marginalised people in and around North Melbourne, Flemington and Kensington. We deliver community development, intervention and capacity development programs empowering people in need to exercise agency over their lives.

Hotham Mission's education support programs, the programs assist in developing young people's confidence and helping them socially and academically, to participate in education in a more meaningful way. In particular, the programs focus on literacy, numeracy, homework support and study skills. And helping the students to transition to Secondary School.

Reporting

- This role reports directly to the Community Development Coordinator
- This role is responsible for the supervision and support of Program Volunteers

External Liaison

- Program participants
- Families and guardians of program participants
- Staff of North Melbourne Community Centre
- Various community organisations in the Hotham Mission network

Duties

- Recruitment, management and support of Hotham Mission staff and volunteers (includes induction of new volunteers)
- Developing lesson plans, in collaboration with young people. With a strong emphasis on literacy and numeracy
- Leading the program and assisting volunteer tutors
- Promotion program participation
- Keeping records of attendance, tutorial sessions and monitoring student progress over time
- Conduct an annual student satisfaction survey
- Conduct exit surveys with volunteers when they leave
- Liaising with families and guardians of program participants
- Participating in various local youth networks as required

Key Selection Criteria

- Education and Teaching qualifications (preferred)
- Youth Work or Social Work qualifications
- Experience and understanding of working with young people from disadvantaged backgrounds
- Able to demonstrate an understanding of appropriate behaviours when engaging with young people, individually and in a group setting
- Experience and understanding of working with people from culturally and linguistically diverse backgrounds
- Appropriate organisational and administrative skills
- Good communication skills and competency in English
- Ability to provide/comply with Working with Children Check and Police Check
- Two successful referee checks
- Driver license preferred

Hours and requirements

- The position is based in North Melbourne and will require a total of about 8 hours per week, including administrative work. The hours are variable and serve as an estimation only. There is scope for program expansion in the future which could increase the required work hours.
- Current program hours:
 - Primary School Homework Club - Mondays 3:30pm – 5:30pm (with additional admin time)

Wages and Conditions:

- This is a position classified under Social, Community, Home Care and Disability Services Industry Award Level 3 will be determined by experience.
- Staff are bound by the policies and procedures of the organisation as amended from time to time.

Hotham Mission is committed to the safety and wellbeing of children and young people accessing our services. We support the rights of the child and will act without hesitation to ensure a child-safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants. Everyone working or volunteering for Hotham Mission is responsible for the care and protection of children and reporting information about child abuse.