

Position Description | Creative Arts Youth Coordinator

Department	Youth Services	Award	Social, Community, Home Care and Disability Services Industry Award [MA000100]
Reports to	Youth Services Manager	Direct Reports	Nil
Type of Employment	0.2 FTE	Classification	Level 3

Position Overview and Objectives

The **Creative Arts Youth Coordinator** provides a stimulating, inclusive and culturally responsive environment that encourages young people from refugee and migrant backgrounds to participate in after-school creative arts programs. The role supports personal growth, confidence, connection and creative development through a range of arts practices visual arts. Drama, music, dance and film making. These programs provide safe and supportive spaces for young people to explore identity, express feelings in positive ways and build meaningful connections through artistic expression.

ERCWA Vision, Mission & Values

All ERCWA positions have a common foundation which focuses on delivering our services with the highest of standards in accordance with the ERCWA vision, mission, and values. These will form the basic requirements of each of the ERCWA roles.

Our Vision

Inspired by Edmund Rice, our vision is to enable people to feel included, be active participants and make a positive contribution to society.

Our Mission

We seek to empower the people whose lives we touch through education and development of community, with a special focus on youth leadership.

Our Values

- Diversity** We welcome, respect and value each person regardless of ethnicity, creed, sexuality, gender, or ability and foster harmonious relations between groups.
- Dignity** We acknowledge the dignity of each person by acting with compassion, respect, and sensitivity, thus fostering a sense of self-worth.
- Safety** We create a safe place for all who engage with us.
- Empowerment** We enable social change through individual empowerment and community development.

Core Objectives

The core objectives of the **Creative Arts Youth Coordinator** include:

1. **Creative Arts Program Delivery Support**
2. **Creative Arts Facilitation**
3. **Health, Safety & Welfare**

Position Responsibilities

1. Creative Arts Program Delivery Support

- Support the Youth Services Team Manager/Senior Youth Coordinator in improving creative arts programs, ensuring they align with the overall strategic vision and focus of the wider organisation.
- Identify and coordinate community-based opportunities for young people to participate in showcases, exhibitions, performances, excursions, workshops and other creative development activities.
- Manage the enrolment and participation process, including collecting permission forms where required.
- Take photos/videos at events ensuring the [Safeguarding Code of Conduct](#) is followed.
- Support facilitators and volunteers to deliver programs and report incidents.
- Prepare creative arts materials, resources and spaces for programs.
- General administration including email, data entry, monthly reports, social media posting, Wageloch, photo uploads, surveys, promotion and program records.
- Contribute to team planning sessions for Youth Services.
- Help develop and implement processes and practices to enhance creative arts program delivery.

2. Creative Arts Facilitation

- Nurture a positive, inclusive and creative culture that strengthens communication, teamwork, learning and continuity of care.
- Develop session plans based on creative arts practice, youth engagement, cultural responsiveness and trauma-informed principles.
- Develop program plans that support progressive creative skill-building, self-expression and participant confidence.
- Work with the Youth Services Senior Youth Coordinator to ensure session plans are understood, prepared and delivered effectively.
- Support guest facilitators.
- Create engaging, accessible and age-appropriate creative arts activities.
- Adapt activities to suit participant interests, abilities, cultural backgrounds and group needs.

• Health Safety & Welfare

- Ensure all work practices are carried out in as safe a manner as is possible and always complies with all applicable legislation and ERCWA policies and procedures.
- Ensure no discrimination, bullying, harassment, or intimidation takes place against any person and the ERCWA complies with all applicable legislation.
- Ensure you are aware of and comply with the Safeguarding Vulnerable People Policy and Code of Conduct.

Key Working Relationships

The **Creative Arts Youth Coordinator** will build relationships with the following:

- Youth Services Manager
- Participants
- Volunteers

Knowledge, Skills, and Work Experience

Knowledge	• Demonstrated IT skills including proficient use of Microsoft Office 365 Suite and social media platforms.
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Skills	• Excellent verbal and written communication skills, including ability to effectively communicate with internal and external stakeholders. • Ability to make good decisions based on available information and resources, work under pressure and meet deadlines, while maintaining a positive attitude. • Ability to network and bring together stakeholders, artists, facilitators, schools and community partners for effective program delivery. • Ability to build rapport with a diverse group of young people and their families, including cultural awareness and an understanding of issues faced by these communities. • Effective organizational, problem solving and time management skills along with the ability to contribute to team planning sessions. • Ability to coordinate multiple creative arts programs that use different media of engagement.
Experience	• 2+ years in a similar role. • Demonstrated capacity to plan, schedule and meet agreed deadlines in the completion of duties. • A commitment to and experience in keeping children and young people safe.
Qualifications/Requirements	• Suitable qualifications Youth Work, Social Work, Community Services, or other health related qualifications (i.e. Social Work, Youth Work, Family Studies, etc.) and/or relevant experience. • Current WA Driver's Licence. • National Police Clearance. • Have a willingness to apply for and ability to uphold a satisfactory Working with Children Check. • Australian Working Rights. • First Aid Certificate