

# Team Leader Youth Services

## Position Description



<b>Position number</b>	Multiple Positions
<b>Directorate</b>	Community Services
<b>Department</b>	Youth Services
<b>Immediate Supervisor</b>	Coordinator Youth Services
<b>Supervising Positions(s)</b>	Youth Engagement Officer, Senior Youth Service Officer, Youth Service Officer
<b>Level</b>	OP 5 – Operational

<b>Position Approval</b>

Belinda Urquhart
A/Director Community Services
<b>16 / 09 / 2024</b>
Review and Approval Date

### Position Objective

Manage a team of local staff to deliver meaningful programs to young people aged 5-25 that help them grow up happy, healthy and strong. As a Team Leader, lead service officers in providing youth-led and community driven services that provide education, training and employment pathways for young people and employees in community.

### Key Duties and Responsibilities

- Implementation of Youth Services in a designated community according to funding requirements, MRC Regional Plan and Youth Services Standards, including the design, delivery and evaluation of programs
- Supervise and manage Youth Services employees according to MRC policies and procedures.
- Support the development of Youth Services staff through regular supervision, line management, training and mentoring. Contribute towards building the capacity of local Indigenous staff to create pathways for individual progression.
- Oversee all administration requirements including monthly reports, activity data, employee timesheets and internal correspondence.
- Identify target youth at risk, and provide supports including school enrolment and attendance, referrals to and from other organisations
- Engage in building positive community stakeholder relationships with key identified stakeholders.
- Undertake regular collaboration with Youth Boards, Local Authorities, and other community-based organisations to ensure that Youth Services programs are responsive to community needs
- Ongoing maintenance and management of Youth Services facilities, vehicles and resources.
- Regional Council's policies and procedures and Workplace Health and Safety legislation
- Develop and implement self-care procedures to support and sustain employee wellbeing.
- Undertake development and required training related to your role as reasonably required

### Skills and Attributes

- Willingness to learn
- Commitment to building a positive working environment
- Ability to work effectively as part of a team
- Open mindedness and flexibility to adapt to new situations as they arise
- Possess drive, commitment and a strong work ethic
- Natural role model for young people, taking responsibility for own actions influences
- Sound decision making skills including an analytical approach to problem solving
- Strong communication, mediation, negotiation and conflict resolution skills

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### Role Requirements

#### Essential

- Certificate 4 level qualifications in Youth, Sport and Recreation, Community Development, or equivalent work experience
- Current NT Drivers licence
- Current First Aid Certificate or ability to obtain
- 4WD Certificate or ability to obtain
- 1 year proven supervisory responsibilities or the equivalent work experience
- Experience in the implementation and evaluation of youth specific programming
- Demonstrated understanding of principles of community led development
- Experience in maintaining positive and professional relationships with stakeholders
- Proven experience in the maintenance of facilities and resources
- Sound computer skills, including experience using a diverse range of software programs
- Demonstrated ability to work in a culturally and linguistically diverse environment
- Ability to obtain and maintain NT Working with Children (Ochre) Card
- Satisfactory completion of a Criminal History Check

#### Desirable

- Previous experience living and working in a remote location
- Previous experience in working for an organisation operating across multiple sites

### Travel Requirements

This position is based in a remote community and will occasionally require work travel to Alice Springs and other remote communities – including overnight stays – in the MacDonnell Regional Council area of service

### Physical Requirements

#### The role requires the following physical aspects:

- Sitting and/or standing for extended periods
- Working outdoors and in an office environment
- Manual handling of objects below 10Kg
- Travel by 4WD vehicle on unsealed roads for lengthy periods

#### Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

Signature

Date

#### Position Reporting Structure

