

- strengthening youth empowering families building community

733 Whangaparaoa Rd  
Whangaparaoa  
Auckland  
0932

## **CYC 24-7 Youth Coordinator Job Description**

### **Key Tasks:**

#### **(1) To facilitate 24-7YW in-school program.**

- Develop 24-7 YW program for youth workers.
- Provide excellent collation of material for a 24-7 YW curriculum.

#### **(2) Supervision and accountability for 24-7 youth workers.**

- Encourage and support 24-7 youth workers
- Collate reporting and provide to CEO.
- Facilitate weekly meetings and ensure vision, focus and accountability is being maintained.
- Coordinate training on a quarterly basis.

#### **(3) To help build effective relationships**

- Within the local high schools.
- With the 24-7 youth workers.
- Between the youth community and the young people in the schools.

#### **(4) To enhance the spirit of the schools**

- In conjunctions with the youth councils in the schools and the staff.

#### **(5) To encourage and strengthen young people in leadership roles.**

- Explore issues of communication, self-esteem, and trust with the young people.
- To promote the development of leadership skills and to provide opportunities to do this.

#### **(6) To co-ordinate social and outdoor activities for the community**

- To create a safe and fun environment for young people in the community.
- To empower young people to be involved in the formation and running of these events.
- To encourage young people to positively influence others their age.

#### **(7) To be accountable to the CEO, Trustees and Schools.**

- To regularly attend supervision.
- To fill in weekly work diaries and time sheets, which are reported to the Trustees.
- To attend a meeting and report to the Trust Board at least once a year.
- To have weekly supervision with School Guidance Counselor.
- To provide reporting for quarterly meetings with CEO.

### **Personal specifications**

- Member of the leadership team
- Member of your local youth community.

- strengthening youth empowering families building community

733 Whangaparaoa Rd  
Whangaparaoa  
Auckland  
0932

- On going and continued training.
- Personal mentoring and support.

### **Essential Skills and Experience**

- Proven experience in working with youth
- Ability to lead and supervise the 24-7 Youth Workers
- Developed leadership skills with a commitment to receive further training
- Ability to relate and be accepted by students
- Clear written and oral communication skills
- Ability to manage own time and priorities
- Ability to organize and manage projects
- Ability to work as a wider team and develop a team around them
- Have a basic understanding of the ethos behind CYC and to be committed to it
- A willingness to commit to the 24-7YW program for a minimum of three years.

### **Personal Attributes:**

- Positive and mature outlook on life
- Non-judgmental attitude
- Ability to effectively relate to a wide range of people
- Interested in personal and spiritual development
- Positive role model in attitude and lifestyle

### **Hours, Remuneration and reimbursement**

- See attached employment contract.
- 20-30 hours per week.



- strengthening youth empowering families building community

733 Whangaparaoa Rd  
Whangaparaoa  
Auckland  
0932

### **EXAMPLE OF A CYC 24-7 YOUTH WORK COORDINATOR WEEK**

#### **Monday**

##### Morning:

- Attend staff meeting
- Weekly supervision meeting with school Guidance Counselor.
- Run one on one program

##### Afternoon:

- Hang around with youth during lunch time.
- Collate information and record.

#### **Tuesday**

##### Evening:

- Ring one on one young people.
- Ring leadership team for one on one catch up

#### **Wednesday**

##### Morning:

- Run CYC leadership team meeting.
- Supervision meeting with CEO.

##### Afternoon:

- Run lunch time adventure activity.
- Run one on one program

##### Evening:

- Involvement in youth based activity.

#### **Thursday**

##### Morning:

- Meeting with school guidance department.
- Help facilitate youth council meetings in school

##### Afternoon:

- Hang around with youth during lunch time.
- Collate programming for syllabus purposes.

#### **Friday**

##### Afternoon:

- Work one on one with youth

##### Evening:

- Involvement in CYC drop in centre

#### **Saturday**

- Involvement in CYC adventure based activities or other community based activity

- strengthening youth empowering families building community

733 Whangaparaoa Rd  
Whangaparaoa  
Auckland  
0932

### Other activities:

- Coach sports teams and events in conjunction with school staff.
- Help facilitate school days that require assistance. I.e. Sports days, field trips etc.
- Provide leadership for CYC camps during the school holidays.
- Provide support and leadership for school camps.
- Help facilitate Easter camp
- Provide training to 24-7 Youth Workers.
- Mentor by providing on the ground support during in schools program to 24-7 youth workers.
- Be available for emergency situations with other 24-7 youth workers.

### **24-7 Management Role – Approximate Hours allocation**

#### Weekly

Programme Coordination - **2hrs**

Programme Administration - **3-5hrs**

Managing referrals – **2hrs**

Connection with prefects – **1hr**

Attend lunch-time 2x weekly – **2hrs**

Connect with WBC Youth Pastor – **1hr**

Weekly administration and YWer management – **3hrs**

- Checking time-sheets
- Reminding and following up programs and meetings
- Giving direction around one on ones and appropriate responses
- Answering emails
- Reimbursements

Management meeting – **1hr**

Agency Liaison – **1hr**

**TOTAL = 16-18hrs**

#### Fortnightly

Supervision meetings with Youth workers – **4hrs**

All youth worker meetings – **1hr**

Meeting with director – **1hr**

Meeting Kim (school counsellor) – **2hrs**

**TOTAL = 8hrs**

#### Termly

Term Reports to B.O.T of college and CYC Trust – **2hrs**

Term planning for following term (set dates, programs, events etc) – **5hrs**

**TOTAL = 7hrs**



COAST YOUTH  
COMMUNITY TRUST

- strengthening youth empowering families building community

733 Whangaparaoa Rd  
Whangaparaoa  
Auckland  
0932

Yearly – Once Offs

Leadership Camp attendance – **3days**

Easter Camp – **3days**

Youth Group/CYC Youth Camps (intermediate & College) – **3-4days**

**TOTAL = 20.6-22.6hrs per week excluding camps**