



Job Description

Position:	Youth Coordinator
Type:	Permanent Position
Role purpose:	To deliver programmes for young people in the community
Reporting to:	The Manager, Colville Junction (CJ)

Background

CJ is a Charitable Trust founded in June 1997.
 Our Vision: Strong and vibrant communities in Northern Coromandel
 Our Mission: To support our remote communities to meet their needs and aspirations
 This role is to assist in the delivery of CJ’s mission.

Role Scope

This proposed role is a combination of our :

- **Youth/Teen Community Development Worker** (for rangatahi approximately 12-19 years which includes Youth Mentoring supervision)

Key relationships

- The CJ team
- Young people in the CJ rohe
- Representatives of relevant government agencies and support groups.

Area	Deliverables/outcomes
Community responsiveness	<ul style="list-style-type: none"> ● To identify, develop and deliver appropriate initiatives ● To find possible funding sources and apply and/or liaise with CJ’s Grant Writer for funding for the identified youth development initiatives ● Provide support, information, advice and referrals (in consultation with the manager), as appropriate.
Relationships and communication	<ul style="list-style-type: none"> ● Work constructively with young people, whānau/parents/guardians ● Plan and deliver initiatives in consultation with young people, whānau and the community ● Monitor and support youth mentors ● Proactively communicate about initiatives, particularly with young people and their parents/guardians. Maintain open channels of communication via social media platforms, newsletters, or community events ● Respond to community members at Colville Junction, as needed ● Contribute meaningfully to enhancing the capacity and capability of colleagues and of CJ as an organization ● Develop and maintain positive relationships with people in the community.

Strategic	<ul style="list-style-type: none"> ● Develop and maintain a sound understanding of youth services and youth development ● Actively seek opportunities for youth leadership and empowerment in decision-making processes ● Seek and develop appropriate networks and collaborative relationships with relevant community members, organisations, services and agencies. ● Keep up to date with key changes and developments in government direction and relevant opportunities for young persons in our community ● Develop and implement relevant project plans.
Administration	<ul style="list-style-type: none"> ● Complete all relevant paperwork including risk assessments, parental approvals, progress assessments ● Maintain accurate records of clients, processes and outcomes, including quotes, photographic and video records ● Monitor the impact and effectiveness of youth initiatives ● Plan and work within budgets ● Support fundraising initiatives and contribute to promotional materials as required ● Regularly report to the CJ Manager ● Actively participate in CJ team hui ● Participate in relevant CJ administrative and reporting processes.

PERSON SPECIFICATION

SKILLS & KNOWLEDGE	<ol style="list-style-type: none"> 1. Excellent relationship building skills, particularly with young people and groups either tamariki, or rangatahi, or both 2. Understanding of youth development and approaches like restorative practices or trauma-informed care 3. Knowledge of youth mentoring 4. Understanding or willingness to learn about tikanga Māori and Te Tiriti o Waitangi 5. Experience working with communities in collaborative ways to facilitate community outcomes 6. Oral and written communication skills, including computer skills 7. Problem solving and time management 8. Empathetic listening and ability to handle difficult situations 9. Understanding of or ability to build connections within the Colville community is an advantage.
ATTRIBUTES	<ul style="list-style-type: none"> ● Empathetic ● Sociable ● Integrity ● Adaptable ● Creativity and initiative in youth engagement ● Commitment to learning and development.
OTHER	<ul style="list-style-type: none"> ● A current clean driver's license and vehicle willing to be used for work ● Willingness to be police vetted.