

Job Description

Role: Y-Junior Coach	
Position Type: Refer to Individual Employment Agreement	Based: Invercargill (some travel will be required around Invercargill and Southland during work)
Reports To: General Manager	Date: April 2022
Direct Reports: Nil	

About YMCA South

Building, empowering and engaging with youth has always been a fundamental purpose of the YMCA. Since our international establishment in 1844 (1855 in New Zealand), the YMCA movement has developed into an organisation that puts the emphasis on providing the building blocks that enable people to live rewarding lives. Our values are:

- Caring
- Respect
- Honesty
- Responsibility

These values are reflected in the work we do to build strong kids, strong families and strong communities. YMCA South's objective is to continue this mission and be known throughout our region as an enabler of people that collaborates well with other agencies to meet the needs of our community. We achieve this through ensuring that we have great staff and services tailored to our community's needs.

Purpose of the Role

The purpose of the Y-Junior Coach role is to: *ensure a fun, engaging and safe environment for young people as they take part in activities and programmes that meets their needs as well as the requirements of the programme.*

Principal foci of the role are:

1. *Programme delivery:* deliver specific programme and activities to meet children's needs while complying with YMCA policies and procedures and relevant contract for service specifications.
2. *Child supervision:* Supervised children at all times, working closely with other staff to engage them in an enriching programme.
3. *Facilities and administration:* Ensure that facilities used are clean and tidy and that any administrative and record keeping tasks are up to date.

The Y-Junior Coach plays an important role in enabling young people in our care to experience a safe, fun and happy environment. It is vital that people in this job ensure the YMCA values and purpose as an organisation is brought to life in the experience we provide to young people.

The YMCA is an official MSD Out of School Care and Recreation provider (OSCAR) and abides by specific and set policies and procedures.

Roles and Responsibilities

<p>Programme Delivery</p>	<ul style="list-style-type: none"> • Facilities are set-up and ready for programme prior to arrival of children and equipment returned to storage at the days end – any equipment damage is noted with Supervisor • Maintain positive open relationships with parents • Activities provided are suitable for the ages and abilities of children attending and comply with Health and Safety regulations • Take a proactive approach to creating an environment where children are happy, secure and nurtured • Complete assigned tasks and duties • Ensure that all food is nutritious and appropriate for children’s personal and cultural needs • Programme delivery that reflects and embodies the principals of the Treaty of Waitangi and a kaupapa maori world view • Contribute to management’s work on programme development and design by providing input and ideas and assisting with: arrangement of activities, visiting off-site locations and preparation of equipment as required by management
<p>Child Supervision</p>	<ul style="list-style-type: none"> • Role model YMCA mission and values with young people • Ensure that children are picked up and delivered safely to the programme and any planned activities • Demonstrate a culturally appropriate and sensitive approach to working with children that recognises and celebrates diversity and difference • Show discretion and deal appropriately with private information and/or sensitive issues that may arise – including, concerns or complaints • Report any concerns with child welfare or needs, ensuring compliance with YMCA child safety policies
<p>Facilities and Administration</p>	<ul style="list-style-type: none"> • Align day to day activities to YMCA policies and procedures and funder programme requirements as communicated by management and site Supervisor • Vehicles are operated responsibly and in compliance with service policies and procedures for vehicle use • Maintain relationship with school staff (where programme is school based, or school pick-up and drop off occurs), reporting and following up on any questions or issues that may arise • Identify and report on service delivery and YMCA reputational risks (including complaints and health and safety) on a weekly basis, or as required

	<ul style="list-style-type: none"> • Maintain cleanliness of the facility and kitchen to ensure that food preparation, storage and delivery meets Food Safety Guidelines • The Y-Junior Coach may need to complete tasks other than those listed above, as reasonably requested by the Y-Junior Supervisor or YMCA management, to ensure the successful management of assigned services and YMCA Invercargill's other business activities.
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Functional relationships

Functional relationships refer to the key people and organisations that the Y-Junior Coach will work with. This role requires a collaborative working relationship with the Y-Junior Supervisor, Y-Junior team and the wider staff of YMCA. External relationships must also be maintained with:

- Schools
- Parents, whanau and caregivers
- Community groups and partnering organisations
- Referring agencies

Person Specification

Success in this role requires the capacity to demonstrate strong empathy and care for young people, and a customer service focus. The Y-Junior Coach needs to have:

- Full clean, driver's license is essential
- Maintain approved police vetting clearance status
- Passionate about using physical activity and movement as a way to engage young people
- Experience working with children and young people, ideally in group settings
- Strong communication skills especially when dealing with parents, caregivers and local schools
- Experience working within a team environment
- Ability to be flexible and adapt to change
- Evidence of taking initiative when tasks need completed
- Willingness to participate in ongoing training and development opportunities
- Ability to hold and maintain a current First Aid Qualification and ideally hold a full and clean drivers' licence
- Ability to address workplace challenges in a positive and proactive manner
- Team role model YMCA mission and values with young people

Health and Safety

YMCA South is committed to taking all practical steps to provide a healthy and safe working environment. All employees have a responsibility to work toward ensuring that our Health & Safety Management Plan is effective, which includes practising safe work methods, utilising and making proper use of safety equipment and eliminating workplace hazards.