



Job Description

Job Title:	OSCAR Coordinator
Location:	111 Seaview Road, New Brighton, Christchurch
Reporting to:	Trust Manager
Hours:	28 hours per week, Monday to Friday 1pm – 6pm & Thursdays 9am – 6pm
Pay:	\$30-\$32 ph

Purpose of Position

The OSCAR Coordinator will work with young people in the community and on Youth Alive Trust programmes, and will be a key adult in their lives. They will make connections with families and the wider community the young person lives in.

Key Tasks

1. Senior After School Care (OSCAR)

- Coordinating the daily after school care programme between 3pm – 6pm at Grace Vineyard Beach Campus, for School Years 4 – 9
- Planning and organising daily activities for young people
- Overseeing the administration of activities including bookings and planning and evaluation sheets
- Building, encouraging and leading a team of staff and volunteers to help run the weekly activities
- Liaise with the coordinators of other YAT clubs for any OSCAR involvement and set-up needed
- Regularly reporting back to the Programmes Manager and Trust Manager on the performance of the programme
- Build relationships with young people and their parents
- Drive a van to pick up young people from local schools

2. Holiday Programmes

- Planning and running Holiday Programmes
- Building, encouraging and leading a team of volunteers to help run the Holiday Programme
- Assist in overseeing the finances and administration of the Holiday Programme including planning and evaluation sheets

3. Weekly Clubs for Young People

- Planning, organising and running weekly activities and clubs for young people
- Overseeing the administration of clubs including planning and evaluation sheets
- Building, encouraging and leading a team of staff and volunteers to help run the clubs
- Regularly reporting back to the Programmes Manager and Trust Manager on the performance of the programme

4. Programme Administration

- Assist parents and caregivers with Work & Income (WINZ) subsidy applications
- Work with the finance administrator to ensure WINZ subsidies are paid
- Assist parents and caregivers with bookings for after school care and holiday programmes
- Meet with prospective new young people and their parents/caregivers before they are enrolled on the after school care programme

5. General Youth Alive Trust Team Play

- Seeking out and attending external training appropriate to your role
- Attend Regular YAT & Grace Vineyard staff meetings
- Attend YAT socials and training events
- Completing and submitting weekly time logs

6. Other

The OSCAR Coordinator will from time to time be required to partake in other roles within YAT, some of which may be volunteer time in negotiation with the Trust Manager, including:

- Building and equipment maintenance
- Supporting other Clubs and club activities
- Camps
- Large community events

Functional Relationships

- The OSCAR Coordinator will work co-operatively and professionally with other colleagues, within the Youth Alive Trust and Grace Vineyard Church
- The OSCAR Coordinator will develop trust and respect from the parents or caregivers of the young people, other community groups and government organisations they are dealing with
- The OSCAR Coordinator will report to a supervisory mentor

Key Accountabilities

To deliver quality services within the local community:

- In accordance with Ministry of Social Development and OSCAR requirements, all other relevant legislation, and Trust policies and procedures
- In a caring and culturally appropriate manner consistent with YAT's special character and the Canterbury Youth Workers Collective Code of Ethics
- Within the financial parameters set
- In a professional and timely manner

Key Expectations

- Performing their duties in a professional manner, in accordance with relevant legislation, regulation, procedures and policies
- Ensuring that the programmes for children and young people are planned, implemented and reviewed in accordance with relevant legislation, regulation, policies and procedures
- Modelling Christian values including integrity, fairness and respect
- Ensuring that formal and professional records are developed and maintained in a consistent and timely manner, including the use of computer information systems where possible

- Ensuring that a safe working environment is maintained for self, colleagues, young people and their parents/caregivers, by following Health and Safety policies and practising safe work methods
- Being an active member of the Grace Vineyard community

Key Capabilities

1. Personal Attributes

1.1. Interpersonal Understanding

- Correctly interprets and responds to concerns, motives and feelings of others
- Listen sympathetically
- Appreciates people's strengths and limitations and understands the differences between individuals
- Listens to and understands directly and indirectly expressed feelings
- Demonstrates sympathy for the concerns of others
- Encourages others to express themselves openly
- Respects other people's confidences

1.2. Flexibility

- Able to adapt to a variety of situations
- Understands and appreciates different and opposing perspectives of a situation
- Open-minded and flexible in dealing with circumstances as they arise
- Approaches major changes in the organisation with a positive and constructive attitude
- Adapts own approach within trust procedures to the demands of the work environment to ensure full effectiveness
- Welcomes variety and change in work patterns
- Adapts easily to changes at work
- Modifies own behaviour in response to a situation
- Sees the merits of differing positions or opposing viewpoints

1.3. Emotional Awareness

- Aware of the range of emotions in self and others
- Knows which emotions they are feeling and why
- Recognises the links between feelings and what they think, do and say
- Maintains effective work performance, remaining calm and self-controlled, when under pressure or in difficult or frustrating circumstances
- Keeps emotions under control when faced with opposition or hostility from others, or when working under conditions of stress
- Manages strong emotions and responds constructively to the source of problems
- In highly stressful situations, keeps own feelings in check, takes constructive action and calms other people down
- Has a variety of mechanisms for dealing with stress, can recognise when to use them and does so

1.4. Initiative

- Takes responsibility for own actions and uses initiative to deal with situations before being directed
- Acts in a confident, resourceful, self-directed way to identify and resolve difficulties
- Does significantly more than is minimally required
- Discovers and acts on opportunities
- Looks ahead and anticipates what needs to be done
- Takes action before being asked or required by circumstances
- Seeks appropriate assistance when limits of own capabilities are reached

- Confronts difficult issues or setbacks straightforwardly and honestly

2. Commitment to Service

2.1. Service User Orientation

- Sees children's safety and the welfare of service users as paramount
- Demonstrates a clear personal commitment to meeting service users' requirements and delivering a high quality service
- Sensitive to the needs and concerns of service users, is willing to focus effort on assessing their needs and attending to them
- Aware of the need to empower service users and to work in partnership with them
- Strives to meet, and where appropriate, surpass service users' expectations
- Maintains appropriate contact with service users until problems are resolved
- Makes themselves available appropriately to service users at critical periods

2.2. Team Working

- Gives commitment and support to the work of the team
- Takes positive steps to keep team colleagues informed and to deal with personal conflicts openly and constructively
- Pools ideas and builds on the contributions of other team members
- Co-operates willingly and provides encouragement
- Works collaboratively with others within the team and with the team towards a consistent approach
- Gives and receives feedback constructively and often
- Establishes positive relationships with team members
- Shares all relevant or useful information
- Actively supports team decisions
- Contributes fully to team workload

2.3. Developing Others

- Makes effective efforts to develop the skills and competencies of others
- Coaches and provides specific and helpful feedback and general guidance to service users
- Contributes to the development of others
- Demonstrates a commitment to the principle of personal development
- Encourages initiative in solving problems and making choices
- Provides clear, specific and relevant feedback
- Breaks difficult tasks into simpler steps to build confidence
- Explores alternatives aimed at improving people's performance
- Assumes appropriate responsibility for addressing service users' problems

3. Organisational Accountability

3.1. Leadership

- Acts appropriately as the leader of a group or team and provides a clear focus and direction for the group's activity
- Motivates the group, by giving recognition and credit to people either individually or to the team as a whole
- Generates enthusiasm and commitment to the team objectives
- Encourages and motivates others to make best use of their individual abilities
- Recognises those who have performed well
- Awareness of the team in relation to the organisation as a whole
- Demonstrates a positive expectation of team success
- Maintains the focus of the group on team objectives

3.2. Working within Professional Boundaries

- Appreciates the significance of safe care and interprets this accurately for individual service users
- Recognises areas of own responsibility and accountability and discretion within the role
- Sets and works towards negotiated objectives
- Understands the nature of the youthwork task
- Shows awareness of the issues of power and authority within the youthwork role
- Able to contribute to safe caring by promoting a culture of openness
- Demonstrates professional curtesy
- Accepts responsibility and accountability for own work
- Recognises the limits of own authority within the role
- Seeks and uses professional support appropriately

3.3. Physical and Psychological Requirements

- Safely operate a manual vehicle without causing or aggravating an injury to self or others and in compliance with statutory requirements
- Lift and carry loads of varying weights on an intermittent basis without causing or aggravating injuries to self or others
- Maintain the personal resilience to successfully deal with the issues relating to the care, protection and security of children and young people, including:
 - the possibility of being subjected to verbal or physical abuse;
 - hearing the case histories of client including their distressing experiences;
 - the constant contact with clients who have high and complex needs;
 - carrying out a high profile function that is open to scrutiny;
 - fatigue associated with the emotional and mental demands of the role;
 - needing to maintain own role clarity;
 - reflecting on own actions and experiences and learning from them; and
 - recognising and taking care of own physical and psychological needs of safety and security
- Maintain an appropriate level of cardio-vascular fitness to participate in strenuous activity as part of planned recreation programmes with children and adolescents
- Safely operate a keyboard and mouse without causing or aggravating an injury to self
- Maintain an appropriate level of health, whilst maintaining a high level of energy and involvement with work tasks

Acknowledgement

I have read, understand and agree to this job description, and undertake to fulfill the requirements thereof.

Name:

Date:

Signature:
