



Brown St Drop-In Centre - Activities Officer

(Permanent Part Time, minimum of 30hrs per week)

Position Description

Salary and conditions commensurate with the NT SACS Award – Grade 3-4 depending on experience (salary sacrificing available).

Due to the after-hours nature of the Drop-In Centre, regular hours are from 2:00 PM to 9:30 PM Tuesday-Thursday, Friday 2:00 PM to 10:00 PM, Saturday 5:30 PM to Midnight, every 2nd Saturday Night is off and RDO are Sunday and Monday, this can change with special funding.

Responsible to Residential Services Manager

Primary Objectives:

To provide direction and support to the Brown St Drop-In and oversee all ASYASS programs based there – including the Youth Activities Program, and the Emergency Relief Program.

To ensure professional development and learning opportunities are provided to all staff under their immediate supervision.

Ensure the effective and safe day to day operation of the drop-in centre; ensuring all staff are adhering to the philosophies, policies and practices of ASYASS.

Contribute to the development and implementation of the strategic direction of the drop-in centre.

Duties:

- 1. Act as an activities officer and support Young People to attend and participate in after school and night time activities.***
- 2. Support to other ASYASS programs and the Manager as requested.***

Selection Criteria:

Essential

1. A desire to assist and support young people.
2. Experience in assisting with training of small groups or running events and sporting programs.
3. Ability to be part of a team and participate in team meetings and decision-making processes.
4. Demonstrated sound and appropriate interpersonal skills.
5. An understanding of professional boundaries.
6. Basic Computer Literacy.
7. Current NT Working with Children Ochre Card
8. Current Police Check
9. Current NT Driver Licence.

Desirable

10. A qualification or commensurate experience in youth work, community work, social sciences and/or education.
11. An understanding of issues associated with youth homelessness.
12. Knowledge of housing and accommodation options in the Central Australia region.
13. Awareness of cross-cultural issues and an ability to work within a culturally diverse environment.