

POSITION DESCRIPTION

Position Title:	Program Leader Trainee
Classification / Grade:	National Training Wage
Team:	Programs
<ul style="list-style-type: none"> Minimum Qualifications: 	<p>Completed during onboarding through the Y Employment process:</p> <ul style="list-style-type: none"> National Police Record Check – maintained every 3 years Working with Children Check - Employee Card – maintained every 5 years Satisfactorily completed Y Safeguarding Feel Safe, Be safe Online Course https://training.ymca.org.au/login/signup.php – maintained every 3 years <p>Completed during Traineeship:</p> <ul style="list-style-type: none"> Certificate IV in Outdoor Leadership First Aid HLTAID012 – maintained every 3 years CPR HLTAID009 – maintained annually Do Food Safely http://dofoodsafely.health.vic.gov.au/ Allergens http://www.foodallergytraining.org.au/ <p>Ongoing:</p> <ul style="list-style-type: none"> Annual Safeguarding Children and Young People update training
<ul style="list-style-type: none"> Highly Desirable: 	<ul style="list-style-type: none"> NA
Direct Reports:	<ul style="list-style-type: none"> NIL
Reports To:	Program Coordinator and/or Operations Director

The Y Movement

The Y is an International, National, State and Local movement dedicated to the improvement of the communities in which it works. The Y has undergone enormous growth over the past decade and enjoys a reputation of leadership in the areas of customer service, quality management and community development. The Y Geelong celebrated more than 70 years of community service across the greater Geelong region.

The Y's across Australia seek to be a well governed community-based Movement that positively impacts each and every person and is committed to achieving its Mission, social relevance and institutional viability.

Our Movement is one that is firmly based on integrity, is innovative, purposeful in our future focus, growing in its impact on community and which values its people.

The Y Geelong

The Y Geelong Inc. has a proud history of serving Geelong and district for over 70 years, having been the pioneers in the introduction of many sport and recreational pursuits in the region. The Y Geelong primarily operates out of owned facilities, the Y Newtown Stadium, the

Y Camp Wyuna (Queenscliff), leased facilities at the Geelong Arena in North Geelong, and we manage in partnership recreation facilities with the Golden Plains Shire Council. We also work within the Geelong and district community providing further community service programs and activities.

The Y is committed to the improvement of the communities in which it works as reflected in our Vision - **We create a better world, with and for young people.**

While our focus is on our community we use our belief statement

We believe in the power of inspired young people

to actively guide our behaviours, vision and mission to ensure that young people are given a voice in our organisation. They are supported to be the best versions of themselves and with shared leadership through inter-generational support and opportunities to develop we can truly see young people as the future.

The Y Geelong is a not for profit, community based, mission driven charity that is governed by a voluntary Board of professionals who advocate for a healthier, happier, connected Geelong.

As a leading provider community sport and recreation organisation in the Geelong community, we aspire to be a child safe, family friendly organisation and have in place policies and procedures that govern the way in which we work.

Our business operations provide the communities we work in with access to affordable programs that aim to connect people, encourage participation in physical activities that contribute to a healthier, happier holistic person. Our programs are inclusive of all ages and abilities.

Facility Description

Camp Wyuna has been operated by the Y Geelong since 1953 and is located on the narrows of Queenscliff. The site sits on Borough of Queenscliffe land and holds a long term lease on the land. The Y committed substantial funds to the site in 2007 to establish new accommodation lodges and instigated fully programmed camps. The facility accommodates up to 100 campers. The camp is ideally located to take advantage of the local natural environment and many of the educational and recreational opportunities within the region. Facilities onsite consist of four separate semi-ensuited accommodation lodges, dining room and commercial kitchen, two separate meeting rooms and a separate amenities block. Recreation activities include gaga, beach volleyball, half-court basketball, mountain biking, boogie boarding, wood fired pizza oven, initiatives area, archery, and more. Canoeing is run from the Queenscliff Lonsdale Yacht Club on Swan Bay.

Position Summary

The Program Leader - Trainee at Camp Wyuna will complete a Certificate IV in Outdoor Recreation while gaining on-the-job experience.

Responsibilities include facilitating camp activities, working with school groups, following risk management procedures, and maintaining equipment. The trainee will work 38 hours per week, mostly Monday to Friday, with occasional weekend shifts. They will also assist in non-program tasks like cleaning, group changeovers, and kitchen duties. As the trainee's leadership skills grow, they will take on a 'key leader' role, ensuring program success and group satisfaction.

Key Responsibilities

1. Program Operations

- Deliver camp program ensuring the highest level of quality and safety is achieved
- Ensure camp programs meet desired learning outcomes for each group
- Setup, delivery and pack up of activities
- Responsible for assisting teachers/group leaders in understanding & running activities as required
- Liaise with other programming staff to ensure efficient and adequate communication to achieve excellent delivery of programming and program operations.
- Resolve problems that relate to daily program operational procedures
- Provide high level of customer service by building strong partnership between the camp and client group through excellent verbal communication skills and delivery of program excellence
- Responsible for reporting any injuries, near misses, and improvements to the program delivery.

2. Risk Management

- Ensure all program delivery is carried out in accordance with the Y written program procedures and risk assessments, based on minimum Australian Adventure Activity Standards
- Maintain program equipment in accordance with the Y's cyclical program maintenance plan
- You will be responsible for the safety of all participants throughout the delivery of the Y programs
- Implementation of the Y risk systems including the completion of incident and accident forms and the Y reporting requirements around program operations and activities.
- Understand and work under the guidelines of the Y's Safeguarding Children and Young People Policy and YMCA Code of Conduct.

3. Program Development

- In consultation with the Program Coordinator, undertake a program development project

4. General Duties

- Assisting in other functions within the camp, including:
 - Cleaning – assisting with light cleaning duties at each changeover of groups
 - Maintenance – general help with grounds and buildings when required
 - Catering – assistance when required
 - Administration duties as directed
- Undertake routine cleaning task such as vacuuming, sanitising and ensuring facilities and equipment are neatly present and stored after classes.
- Perform other duties as required

General Professional Requirements

- Works as part of a team and shows professionalism.

- Ensure you are welcoming to all families who enter the facility
- Be punctual in both attendances of shift and attendance at staff meetings.
- Serve as a role model for the principles of inclusion and tolerance.
- Maintain high standards of presentation, personal grooming.
- Model effective problem solving and conflict negotiations
- Be committed to maintaining the work area in a clean, safe and presentable state
- Conduct yourself in a manner consistent with the values of the Y; Honesty, Responsibility, Caring, Respect and Safety
- Comply with and be committed to the maintenance and development of the Y Quality Assurance System
- Adhere to work instructions and guidelines within departmental area manuals
- Adhere to the Y Code of Conduct Policy
- Take reasonable care of your own health and safety, and for the health and safety of others.

Workplace Health, Safety and Environment

- Be responsible for creating a healthy, happy and safe work environment.
- Comply with all legislative OHS requirements, and the Y OHS policies and procedures.
- Report all safety, hazards, maintenances and security issues to the area Coordinator, Duty Manager or Centre Manager.
- Be prepared to contribute recommendations to the OHS Committee, and provide feedback on OHS Policies and Procedures as required.
- Recognise that cleanliness and organisation provides a more effective workplace.
- To enable the Y to meet its obligations for providing a healthy and safe working environment for you, you must inform your Manager of any issues, which may impact your ability to safely perform your role.

Safeguarding Children and Young People

Safeguarding Responsibilities

- Understand that safeguarding children and young people is everyone's responsibility at the Y.
- Understand and uphold The Y's Safeguarding Children & Young People Policy, the Code of Conduct and all safeguarding policies and procedures.
- Proactively identify and report safeguarding risks and concerns to support continuous improvement in our safeguarding practices and environments.
- Ensure positive, safe, and supportive interactions with children and young people.
- Act as a guardian to children and young people, taking reasonable steps to prevent abuse and neglect.
- Report any concerns, allegations, or disclosures of alleged child abuse in accordance with policies and procedures.

Training and Compliance

- Participate in all required and legally mandated safeguarding training.
- Complete all required checks, including Working with Children Checks and National/International Police Checks (if relevant), before and during employment.
- Report to management any criminal charges and convictions you receive during your employment that may indicate a possible risk to children and young people.

- Maintain up-to-date personal details with relevant state and territory departments responsible for working with children checks or equivalent, as required by law.
- Declare anything you become aware of through the course of your engagement with The Y which a reasonable person would consider could impede your suitability to have contact with children and young people.

Safety and Empowerment

- Promote a welcoming and safe environment for all children and young people to thrive in.
- Promote cultural safety for children and young people from diverse backgrounds, including culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander, LGBTQIA+ communities, children unable to live at home and those with disabilities.
- Promote a zero-tolerance approach to racism and take appropriate action in response to any incidents of racism.
- Ensure children and young people will be supported to express their culture and enjoy their culture rights.
- Empower children and young people to have a voice, especially in matters affecting them.
- Use standardised methods for receiving and responding to feedback and complaints from children, young people, and their families.
- Actively promote, and advocate for the protection and safety of all children and young people, their families, and communities.

Privacy & Confidentiality

The Y Geelong is committed to the responsible collection, handling, storage, protection and destruction of personal information, as specified in the Privacy Act 1988. We respect the privacy of our participants, parents, staff, volunteers and other visitors to our facilities. The Y Geelong adopts stringent procedures and practices in how we collect, handle, store, protect and destroy personal information and all employees and volunteers must follow these processes as part of your induction and ongoing employment. Any breach of process may result in a notifiable breach and damage the reputation of the Y and cause harm to our participant, patron or member.

Authority & Accountability

- As this is a traineeship, there is no delegated authority with respect to the operations without approval from direct supervisor at all times.
- Must show leadership and lead by example
- Assist in the development of staff
- Immediately respond to customer's needs and concerns to ensure quality of service meets agreed standards.
- Report to the Centre Manager with any queries, concerns, etc.
- Ensure performance standards during shift are maintained.
- Identify hazards and ensure safety on site
- Report all First Aid Minor or Major Incidents to the Site Manager.

Key Selection Criteria

- Prepared to complete the Certificate IV- Outdoors Recreation course work, study and travel requirements.
- Highly motivated person with career aspirations of working in the Outdoor Recreation Industry or similar.
- Shows strong leadership, good communication skills and initiative.
- Excellent interpersonal skills
- Basic computer skills are an advantage

Physical Requirements of the Position

The candidates for this position must meet the Y Fit for Work requirements;

The candidate for this position must meet YMCA Fit for Work requirements;

- Set up and pack up of equipment for activities.
- Manual handling with and without aides such as canoes and surf equipment.
- Will require a good level of fitness to assist with activities for extended periods per day such as bike riding, beach activities, swimming a distance to 200mtrs, water sports and assisting group walking through dunes and beaches to access programmed activity sites.
- Set up and pack up of equipment
- Manual handling with and without aides
- May be standing for an extended length of time
- May be sitting for an extended length of time

Experience Required

- Demonstrated Leadership experience involving working with children e.g. leadership position at school or within a sporting or community based organisation
- Boundless enthusiasm and energy for working with young people
- Strong verbal and written communication abilities
- Ability to apply initiative and demonstrate leadership
- Desire to work with young people in the outdoors, in all weather conditions
- Desire to use the outdoors as an educational medium
- Enjoy outdoor activities and outdoor living
- Basic computer skills especially in Outlook, Word and Excel.
- Good organisational and time management skills.

Conditions of Employment

This position is in accordance with the terms and conditions of the

- This position is in accordance with the terms and conditions of the YMCA Geelong Enterprise Agreement 2024.
- This position holds **National Training Wage**
- Location is **Camp Wyuna** but may be required to travel to other sites
- Must organise own reliable transport.
- Acknowledge, implement and comply with the Y Policies and Procedures
- Report any suspicious behaviors, concerns, allegations or disclosures of alleged abuse to management.



We believe in the power of
inspired young people

- Required to work flexible roster as required
- Acknowledge, implement and comply with the Y Policies and Procedures via Employment Hero/ Swag Application.
- Subject to a 24-week probationary period.

Approved by: Shona Eland
Position: CEO – the Y Geelong
Date: 21.10.2024

Acknowledgement of Position Incumbent

Acknowledgement that I have read and understood the requirements of this **Program Leader – Trainee** position.

Signed: _____

People and Culture Director: _____