
Job title:	Programme Facilitator (Youth)
Reports to:	Centre Manager
Position:	0.3 - 0.4 FTE (12 - 16 hours per week for 10 weeks a term)
Term:	Permanent Part-time position

POSITION DESCRIPTION

Position purpose The Programme Facilitator is responsible for planning and facilitating the Elevate Youth Collective at the Elevate Onehunga Centre.

Main tasks Core objectives include:

- Facilitate nine weeks of programme content per term, one day a week (extending to two days when demand increases), for youth with primarily cognitive disabilities.
- Plan nine weeks of programme content per term, including coordinating community volunteering opportunities for the youth and interactive programme sessions around a term theme. Programme content will encourage and support the development of life-skills, exploring the Christian faith, creative expression, engaging with the community, building friendships and caring for our own wellbeing.
- Work with the Centre Manager to manage and develop group attendees and volunteers.
- Build relationships with attendees and volunteers.
- Maintain a digital copy of activities and teaching resources created, for future use by the organisation.

The above list is not exhaustive, and the role may change to meet the overall objectives of the business.

Other Duties Additional duties include:

- Attend the annual weekend Elevate Family Camp and bi-annual Elevate National Camp over Labour Weekend.
- Ensure Health and Safety processes are maintained. Contribute to development of policies and processes where appropriate to ensure the safety and wellbeing of staff, attendees and volunteers.
- Fulfil other duties as required by management.

Required qualities

- Professional approach
- Excellent organisational and time management skills
- Good customer service
- Strong written and verbal communication skills

PERSON SPECIFICATION

Qualifications, experience & knowledge

- Passion for an accessible and inclusive Christian community in New Zealand, for people with disabilities and their whanau
- Experience supporting young people with disabilities is required

- Microsoft 365 knowledge and experience desirable

Skills, competencies & personal attributes

- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
- **Communication:** strong written skills. The ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and accuracy.
- **Teamwork:** willingness to assist and support others and get on with team members. Quick to acknowledge others contributions, emphasize team over self, ask for help when needed and not be concerned with status.
- **Interpersonal Skills:** the ability to be interpersonally appropriate and aware. Good judgement and intuition around people and group dynamics.
- **Time management / organisation:** accomplish objectives effectively within time frame given and carry out administrative duties in an efficient and timely manner. Ability to prioritise effectively.
- **Motivated:** self-motivated and diligent, a strong work ethic and commitment to development and growth.
- **Christian Character:** strong Christian character and values that actively guide decisions and life.

This job description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.