

Youth Parliament Program Coordinator - Position Description

POSITION TITLE	Youth Parliament Program Coordinator
DEPARTMENT / INDUSTRY	Youth Empowerment
AWARD / AGREEMENT	Social, Community, Home Care and Disability Services Award 2010
CLASSIFICATION / GRADE	Level 3 Pay Point 1

About YMCA South Australia

“We work together from a base of Christian values to provide opportunities for all people to grow in body mind and spirit” (our mission).

YMCA South Australia is an accredited social enterprise, non-profit, and locally governed leader in our sector, serving the South Australian community for more than 175 years. With more than 1,200 like-minded colleagues (and growing), we deliver programs and services across the state in settings including schools and early learning centres, community recreation centres, swimming pools, gymnastics centres, allied health services, health and fitness facilities, community centres, camps and youth services.

Our aim is to develop the whole person, helping all South Australians connect with a better life. Not only their physical fitness and capabilities, but also their sense of identity, purpose, hope and dignity; psychological health; resilience; social connectedness; lifelong learning; and their own contribution back into the community. All the elements that together constitute a full, healthy, productive, and satisfying life. We bring all of this together through an integrated social impact framework, so our efforts add up to something greater than any single program.

As a preferred employer, we invest in our people as much as we invest in our community.

Our vision (FY27-30) is **“Whole people. Strong communities. South Australia flourishing.”**

The Y Factor

YMCA South Australia’s culture is characterised by what we call “the Y Factor” – **“genuine care for the whole person, for every person.”** This ethos runs deep at the Y, being evident in our rich history of positive change around the world. This kind of authentic concern for others opens the opportunity for deeper and more profound impact – both on the community’s wellbeing and our own as staff and volunteers. The YMCA is an environment in which everyone is to be recognised and appreciated as the unique and inherently valuable person they are. A place in which every person can “grow in body, mind and spirit”.

Discover a career full of diversity



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For further information regarding YMCA South Australia, please visit www.sa.ymca.org.au.

Position Summary and Requirements

“As a member of staff at YMCA South Australia, this position requires you to work as part of a team committed to goals and mission that actively fosters community participation and involvement.”

The Youth Parliament Program Coordinator supports the delivery of our flagship Youth Parliament and Junior Parliament programs, working under the supervision of the Chief of Staff to ensure high-quality program outcomes.

YMCA South Australia Youth Parliament is a non-partisan program providing a platform for young people aged 15-25 to have their say on important issues, build skills and parliamentary understanding. It focuses on personal development, empowerment and connecting politicians and decision makers with youth voices and opinions.

The role involves implementing approved program activities, coordinating volunteers and resources, supervising participants to ensure their safety and wellbeing and maintaining positive relationships with program stakeholders. This is an entry-level coordinator position suitable for recent graduates or early-career professionals, with comprehensive support provided by the Chief of Staff.

Areas of accountability	Key duties
Program Planning and Oversight	- Plan, arrange resources for and deliver safe, engaging and age-appropriate activities for program participants. - Supervise program participants to ensure their personal safety. - Activity resources sourced and organised prior to running activities. - Relevant program staff and/or volunteers have all required information to help facilitate the activities. - With direction from the supervisor or manager, deliver a program that meets the specified outcomes.
Staff and volunteer support	- Prepare and facilitate elements of volunteer recruitment and induction. - Provide program-specific training to volunteers and staff. - Support other staff and volunteers on program including volunteer taskforce. - Provide guidance and encouragement where needed. - Identify any skill gaps and ensure training provided where required. - Staff and volunteer End of Program reviews and feedback conducted. - Provide overnight support during camp elements of program. - Delegate tasks as required.
Youth Development and Leadership	- Establish the YMCA as a recognised leading provider of youth development and leadership opportunities in South Australia. - Inspire young people to have greater engagement, impact and ownership of YMCA South Australia.

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Stakeholder Engagement	• Seek out and ensure that grant funding has been applied for and secured annually for programs. • Engage with community networks to support youth programs. • Collaborate with local, state, and federal government representatives and broader external stakeholder engagement to ensure programs are accurate.
Financial Management	• Ensure all grant acquittals are completed and submitted in a timely manner. • Work with the Chief of Staff to prepare an annual budget and monitor financial outcomes within the monthly profit and loss cycle.

Key Relationships

Reporting to:	Chief of Staff
Direct Reports:	Taskforce Volunteers
Key Internal Relationships:	YMCA South Australia staff and volunteers Corporate Services
Key External Relationships:	School Communities Key Funding Bodies Key Stakeholders Parliament House Families Communities
Safeguarding Category	Child-Facing Role

Selection Criteria

Qualifications and Licences – Essential

- National Police Check (NPC) (must be within 6 months of issue date).
- International police check (for applicants who have worked overseas in the last 5 years).
- DHS South Australian Employment Working with Children Check (WWCC).
- RRHAN-EC Masterclass – Responding to Risks of Harm, Abuse and Neglect – Education & Care.
- HLTAID009 Provide CPR.
- HLTAID011 Provide First Aid.
- Current Driver's License.

Qualifications and Licences – Desirable

- Relevant Tertiary Qualification in Teaching, Social Work, Youth Work, Event Management or equivalent

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- Mental Health First Aid training.
- Suicide Intervention training.

Knowledge and Experience – Essential

- Experience in working with Young People.
- Excellent interpersonal skills and highly developed communication skills.
- Proven capability to build strong and positive relationships with key stakeholders, including consultation and engagement to maximise outcomes.
- Ability to maximise participation and engagement of Taskforce and participants.
- A strong and inspiring leader of people who will support volunteers to achieve YMCA Vision, Mission, and Goals.
- Fosters an environment embracing diverse abilities and approaches.
- Ability to problem solve and create solutions.

Personal Attributes

- Demonstrates a commitment to the YMCA's mission and can role-model the "Y Factor" to others.
- Creates a fun and exciting work atmosphere that is hardworking, and goal orientated.
- Demonstrated ability to work effectively both independently and as part of a team.
- Creates a welcoming atmosphere by engaging all people in a friendly and approachable manner.
- Works as part of a team and shows professionalism.
- Punctual in both attendance on shift and attendance at staff meetings.
- Promptly responds to customers' needs or concerns.
- Recognises and acts on the need for support and will accept and delegate responsibility when required.
- Models, demonstrates, and teaches positive values like caring, honesty, respect, and responsibility.
- Maintains high standards of presentation and personal grooming.

Safeguarding Children and Young People

For young people to be inspired, they must Feel Safe and Be Safe. As part of our Safeguarding Strategy at the Y, we have developed our Safeguarding Framework which aspires to ensure that all Children and Young People are safe and feel safe at the Y, in their families and in their communities.

Our Safeguarding Framework aims to develop:

- A safe culture nationally which empowers Children and Young People by promoting Children and Young Person focused leadership and governance.

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- Safe operations to ensure Y People have the right policies, processes and practices to keep Children and Young People safe; and
- Safe environments at the Y and in communities which empower Children and Young People to thrive.

All Y People are integral to ensuring the implementation of our Safeguarding Framework across the Y. Y People in Direct Contact Roles will do this by:

- Upholding the rights of and always acting in the best interest of Children and Young People.
- Fulfilling your responsibilities under safeguarding legislation within your State, including declaring 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.
- Supporting your colleagues, supervisors and/or direct reports to understand their responsibilities under safeguarding legislation.
- Participate in all required Safeguarding Children and Young People training for your role.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse or neglect in line with policies and procedures.
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices.
- Maintaining appropriate vetting checks including, but not limited to, Working with Children Checks (or equivalent), National Police Check and International Police Check (as required).
- Support the facilitation of safe operations to ensure Y people have the right policies, processes, and practices to keep children and young people safe.
- Speaking up about any safeguarding risks and/or concerns to ensure that you are supporting the continuous improvement of our spaces and safeguarding practice.
- Complete appropriately detailed risk assessments to address any vulnerabilities to children and young people as required.
- Empower all children and Young People to have a voice particularly in matters that affect them.
- Actively educate, promote and advocate the protection and safety to all children and young people, families and their communities.

Work Health and Safety

You will be required to:

- Familiarise yourself with all policies, procedures, and work practices of YMCA South Australia.
- Maintain currency of knowledge in relation to work health and safety.
- Maintain a working knowledge and understanding of your centre's Emergency Action Plan.
- Take responsibility for your own health and safety and the safety of the work environment.
- Ensure that your actions and omissions do not adversely affect the health and safety of other persons.

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- Comply with all reasonable instructions in relation to work health and safety, including YMCA South Australia's policies and procedures as amended from time to time.
- Assist YMCA South Australia to provide an inclusive workplace by adhering to YMCA South Australia's Access and Inclusion Policy and applicable equal opportunity laws as amended from time to time.
- Inform your manager of any issues or concerns that may affect your ability to perform your role safely.
- Promote a positive safety culture by contributing to the health and safety consultation, communication, and action.
- Respond to plant and building emergencies and act as chief warden in an emergency evacuating the Centre if required.

Approval of Position Description

Date created or revised:	25/08/2026
Approved by:	Andrew Mundy, Chief Operations Officer

Acknowledgement of Incumbent

I acknowledge that I have read and understood the requirements of this position.

Name:	
Signature:	
Date:	