

Position Description
Program Facilitator- Y Cottage
[2011]

POSITION TITLE: Program Facilitator/Community development		
REPORTS TO: Renaë Richardson Coordinator Mentor Development	POSITIONS REPORTING TO SAME MANAGER: Facilitator Mum Dad Baby, Facilitator Busy Kids Mentoring, Team member Busy Kids Mentoring, Facilitator Games in the Park, Facilitator Y Quest, Facilitator Frogg'ys Friday.	POSITIONS REPORTING TO THIS ONE: Nil
CORE CAPABILITIES FOR ALL STAFF: <ul style="list-style-type: none"> • Commitment to YWCA NSW's Vision and Values • Leadership, Teamwork & Communication • Goals & Achievement Focus • Relationship and Outcomes Driven • Working Smarter and Adaptability 		
CORE VALUES: <ul style="list-style-type: none"> • We have Integrity: We deliver on what we promise • We are Bold: We stand up for what we believe • We Care: We take the time to understand 		
PRIMARY PURPOSE OF POSITION: The primary purpose of this role is to facilitate Parenting and Mentoring Programs under the Futures for Family Suite and to provide assistance as required to the Coordinator Mentor Development South East Region YWCA NSW. This will involve: <ul style="list-style-type: none"> • Facilitate early intervention and whole of family focussed programs • Support Coordinator with community development activities • Creating a safe and supportive environment for the participants • Liaising with Community partners and key stakeholders • Other duties as required As part of the YWCA team, this role works together with senior managers and other YWCA NSW staff to: <ul style="list-style-type: none"> • Generate and facilitate awareness of the YWCA NSW's profile, programs, strategies, and capabilities • Contribute to the development of the YWCA NSW's strategies, programs and support processes • Develop and promote opportunities to work closely with volunteers and the Board to facilitate the generation of profile and revenue As for all roles within the YWCA NSW, this position is also responsible to ensure compliance with all personal, professional and organisation obligations as detailed in the Corporate		

Manual.

SCOPE OF POSITION:

Operates in South East Region (Shoalhaven)

POSITION DIMENSIONS:

Numbers of staff N/A
Operating budget N/A
Income targets N/A

KEY RELATIONSHIPS/STAKEHOLDERS:

INTERNAL: Coordinator Mentor Development
EXTERNAL: Funding bodies, schools, mentors and key community contacts.

KEY RESULT AREAS:

- Provide a high standard of client and customer service both internally and externally throughout the YWCA NSW
- Work as an effective member of the YWCA team
- Plan, facilitate and evaluate early intervention and whole of family focussed programs
- Deliver required number of programs on time with minimum number of participants
- Complete effective and timely lesson plans, administration records, evaluation and reporting requirements
- Maintain positive and effective relationships with participants, stakeholders & community groups
- Source and receive positive feedback from all stakeholder groups and support continuous improvement of programs and services
- Support Coordinator - to implement strategies to ensure the achievement of specified outcomes identified in contracts, funding arrangements and program objectives and services agreements
- Support Coordinator with funding submissions to ensure service sustainability
- Participate in a number of events to promote YWCA NSW programs and services
- Undertake computer operations requiring technical expertise and experience

POSITION CAPABILITIES /KNOWLEDGE/SKILLS/EXPERIENCE:

- Certificate IV in Training and Assessment. Or significant experience & expertise to undertake the range of activities required
- Demonstrated facilitation and coordination skills
- Experience in delivering programs which improve outcomes for a specific client group
- Knowledge of Asset Based Community Development and/or experience with community development
- Highly developed interpersonal, communication and relationship management skills
- Experience working with people from diverse backgrounds
- Preferred- experience working with children, ability to engage, listen to and support children
- Effective time management skills
- Demonstrated computer literacy and proficiency using programs such as MS Word, Excel, Outlook and Power Point

PERSON SPECIFICATIONS:

- Non judgemental
- Ability to be adaptive to change
- Ability to regulate own behaviour, comprehend organisational structure and culture and act appropriately in the execution of duties
- Results oriented and 'can do' attitude

- Ability to work under pressure
- Demonstrate behaviour of a strong team player

Employee Name

Employee Signature

Date

Manager Name

Manager Signature

Date