

TeTuhi

Youth Coordinator

Role:	Youth Coordinator
Contract:	Initially fixed term to June 2024
Hours	Approximately 15 hrs per week after school and on the weekends Youth space is open: <ul style="list-style-type: none">• Mon – Thur 3:30pm – 6:00pm.• Fri 3:30pm – 7pm, Sat & Sun 11am – 4pm.• School Holiday time is different with extended opening hrs.• This role is one of two Youth Coordinators who share the responsibilities between them across 7 days.
Salary:	\$26 per hr.
Place of work:	Youth Space, Botany Town Centre, 588 Chapel Road, East Tāmaki, Auckland 2016.
Reports to:	Community Programme Manager

About the role

Reporting to the Community Programme Manager, the Youth Coordinator is responsible and accountable for the delivery of programmes for young people (aged 12 – 24) for the Youth Space within Botany Town Centre.

The Youth Coordinator is responsible for supervising the space on a daily basis and managing youth leaders on site to ensure the smooth running of the space.

This person will be able to build rapport quickly with young people and demonstrate effective listening, communication, and interpersonal skills.

This person will have good coordination skills and be able to deliver and develop the youth space programme with support and inclusiveness of the Howick Youth Council and local youth.

This role is one of two Youth Coordinators who share the responsibilities between them across 7 days.

To apply

To apply please email a CV and cover letter as a single PDF file with your name in the title to recruitment@tetuhi.art

In your letter, please outline your relevant experience and motivation for applying for this role.

Applicants must have the legal right to work in Aotearoa New Zealand. Applications submitted through recruitment websites will not be considered. All applicants will be notified about the status of their application. Appointments are subject to satisfactory police vetting report.

Te Tuhi is an Equal Employment Opportunities employer. We are committed to Te Tiriti o Waitangi and to equity.

If you would like to discuss the role prior to making an application, please contact Ashley Grogan, Community Programme Manager: ashley@tetuhi.art

Thank you for your interest in Te Tuhi. We look forward to receiving your application.

About Te Tuhi

Te Tuhi is a leading platform for contemporary art in Aotearoa New Zealand, with a programme consciously and continually shaped towards rigorous, adventurous, and socially engaged artistic experimentation. Alongside the gallery in Pakuranga, Te Tuhi studios offers artists spaces to work in Parnell, adjacent to the Parnell Project Space, an exhibition, performance and event space located on the platform at Parnell Station. Te Tuhi also operates O Wairoa Marae in Howick, with programmes for schools, community groups and Papatūnga artist development programme.

Te Tuhi is an independent charitable trust, receiving approximately 45% of its funding from Auckland Council and proactively raising the remaining funds from grants, donations and commercial activities.

Role Description and Responsibilities

The Youth Coordinator will be responsible for all aspects of planning, developing, delivering the daily running of the Botany Youth Space. You will also support and manage the youth leaders to ensure they are providing the best service for the space.

Supervision of the space and management of youth leaders

- Plan the monthly rosters for the youth leaders.
- Ensure timesheets are completed and approved each week.
- Ensure the youth leaders are carrying out their duties and responsibilities.

Plan and deliver programmes for young people (aged 12 – 24) from the Youth Space within Botany Town Centre

Plan, source and organise delivery of programmes and experiences suited to young people aged 12 – 24. We want the Youth Space to be a safe and vibrant place that is fully utilised.

- Ensure young people and the Youth Council are involved in the planning of the Youth Space activities and services.
- Ensure all activities and services are effectively promoted. Collect statistics and compile report on the use of the Youth Space.
- Build relationships in the community and involve other organisations in the delivery of the youth programmes and services.

Resources

- Manage the equipment and resources associated within the Youth Space
- Develop a knowledge of youth resources and services to enable informed assistance to young people.

Communications

- Maintain promotional materials and ensure all resources are accessible.
- Maintain photographic record of daily usage and programmed events.
- Ensure information about youth programmes, services and events are promoted via the appropriate web channels including social media.

Monitoring and Evaluation

- Coordinate youth surveys which will inform effective decision -making.
- Keep accurate records of youth attendance figures and feedback.
- Support the Community programme manager to collating relevant reports

Customer Support

- Ensure services are delivered in an effective and customer focussed way.
- Maintain effective working relationships with the youth council are maintained.

Health and Safety

Take all reasonable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction. Demonstrate a personal commitment to Health and Safety in accordance with Te Tuhi Health and Safety Policy

- Hazards are identified and control measures followed.
- Work-related accidents, incidents and illnesses are reported.
- Emergency procedures are followed.
- Actively participates in improvements to, and ongoing management of health and safety in the workplace.

Competencies

A successful Youth Coordinator at the Botany Town Centre will demonstrate the following competencies:

Communicate in a clear, confident, and articulate manner. Be effective at influencing others.	Essential
Be reliable, detail-focused, and meticulous. Follows through on plans to ensure they are carried out accordingly.	Essential
Remain calm, composed, and optimistic in stressful or high-pressure situations.	Essential
Have the capacity to respect and relate well to differences in people (in terms of race, culture, nationality, gender, ethics, religion, etc), value diversity of ideas and create an environment in which diverse people can thrive.	Essential
Support and collaborate with team members to achieve targets.	Essential

Experience/Qualification

Essential:

- Recent experience working with young people in a youth focused organisation or institution is essential.
- Willingness to undergo pre-employment checks such as police checks.
- A current and valid NZ driver's license

Desirable:

- A qualification appropriate to working with young people is desirable.
- Should have knowledge on the principles of customer care and service, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Communication skills with knowledge of sound ways to inform audiences (individuals or groups) through written, oral and visual media.

Key Relationships

- Te Tuhi Team
- Youth Council
- Youth Service providers
- Schools
- Social Workers
- Police – Community constable
- Members of the public.

Te Tuhi Team

Executive Director

Pou Ārahi / Principal Cultural Advisor

Programme Team

International Director

Exhibitions Programme Manager

Papatūnga Programme Manager

Curator and Facilitator of Papatūnga

Curatorial Intern

Programme & Communications Coordinator

Community Programmes Team

Community Programme Manager

Schools Coordinator & Arts Broker

O Wairoa Marae Coordinator

O Wairoa Marae Educator

Youth Coordinator

Youth Leaders

Operations Team

Operations Manager

Audience Engagement & Administration Assistants

Duty Supervisors

Learning Disability Training Café Team

Café Manager

Cooks

Baristas

Supported Workers

Café Trainees

Support Workers