

## ROLE DESCRIPTION – YOUTH LEADER

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| <b>ROLE TITLE</b>      | YOUTH LEADER  |
| <b>REPORTING TO</b>    | Youth Leader Coordinator & Team Managers  |
| <b>DIRECT REPORTS</b>  | N/A   |
| <b>RESPONSIBLE FOR</b> | To ensure a duty of care is provided to all of the Carnival participants at all times |
| <b>LAST UPDATED</b>    | March 2018  |

### POSITION SUMMARY

The Youth Leader is responsible for providing duty of care to all Junior Carnival participants whilst representing a culture that embraces the Maccabi Australia Incorporated (MAI) Member Protection Policies and Duty of Care.

A Youth Leader is a proactive, motivational leader who is passionate about sport, about Maccabi and about Junior Carnival. Ideally this person would have previous Maccabi and Junior Carnival experience.

### KEY RESPONSIBILITIES

The following provides a detailed overview of the Youth Leader's Role.

- ✓ To assist the Youth Leader Coordinator and Team Manager in the promotion and recruitment of Carnival participants;
- ✓ To attend and promote Junior Carnival through the Jewish Day Schools, Maccabi's sporting clubs and other community organisations as facilitated by the Youth Leader Coordinator and Team Manager;
- ✓ To participate in various leadership workshops as organised and facilitated by the Youth Leader Coordinator and MAI National Leadership Committee;
- ✓ To assist the Team Manager in the distribution of the team uniform prior to Junior Carnival;
- ✓ To supervise and provide a duty of care to the participants during the entirety of Junior Carnival;
- ✓ To ensure that all participants are acting and behaving in a safe manner and in the spirit of Junior Carnival;
- ✓ To report behaviour issues to the Youth Leader Coordinator and Team Managers to ensure appropriate disciplinary action is taken;
- ✓ To adhere to the directions provided by the Carnival Management, Team Management or Youth Leader Coordinator;
- ✓ To ensure that no participant leaves any team venue or the immediate vicinity of the venue without the permission of the Junior Carnival team management unless they are under the direct supervision of the Team Manager; and
- ✓ In the event of an emergency, the Youth Leader is to inform the Youth Leader Coordinator, Team Manager or Carnival Manager immediately whilst ensuring that either appropriate medical attention is being received or that the required personnel is dealing with the situation.

## **KEY WORKING RELATIONSHIPS AND INTERACTIONS REQUIRED**

The following individuals or roles are integral to the successful implementation of Carnival

- Carnival Manager(s)
- Team Manager(s)
- National Leadership Committee
- Youth Leaders
- MAI Executive Director and Sport Development Manager
- State General Managers

## **REQUIRED EXPERIENCE / QUALIFICATIONS**

- Problem solving and decision making
- Excellent Communication Skills
- Organised and attention to details
- Some exposure to Maccabi or Junior Carnival preferred
- Valid Working with Children Check
- Police Check

## **TERM**

The Junior Carnival Youth Leader appointment will commence from the date of final endorsement by the National Leadership Committee and finish at the final debrief and completion of Junior Carnival (when all participants are returned to their parents in their respective states).

## **VOLUNTEER ROLE**

This role will be on a volunteer basis

## **APPOINTMENT PROCESS AND TIMELINES**

All applicants will submit written applications to Jacquie Lerner ([jlerner@macvic.com.au.com.au](mailto:jlerner@macvic.com.au.com.au))

A panel consisting of the State Team Manager and a representative from the National Leadership Committee will interview each applicant. Applicants will be required to provide 2x references following their interview who will be contacted prior to the appointment into this role.