

Position Description – Recreation Coordinator

Purpose of Position

This role is responsible for the planning and delivery of all recreation components of the Youth Parliament program. Given the intensity of this role during the camp period, the Recreation Coordinator is to work with and receive assistance from the Education & Training Coordinator as required, when their workload is low.

Duties & Responsibilities

General Duties

- Work with the Senior Coordinator Operations to develop and implement a plan for recreation activities to take place on Training Day and YP Camp
- Ensure that planned recreation activities are accessible and entertaining for all Youth Members of Parliament
- Work with the Program Coordinator to acquire equipment and supplies necessary for planned recreation activities
- Plan and deliver icebreakers for the Training Day and first day of the YP Camp
- Plan for and inform other Taskforce members of their roles in recreation activities, if any
- Provide a report of recent activities at each Taskforce meeting
- Provide assistance to the Senior Coordinator Operations as required
- Work with the Program Coordinator to plan and deliver Taskforce teamwork and social events, as required

Advisor Duties

- Initiate and maintain contact with members of your Committee throughout the program
- Guide your Committee through the brainstorming, research, ideas development and writing stages of Bill and amendment creation (including using correct Bill format)
- Act as an impartial party in Committee operations, ensuring the group works collaboratively and cohesively
- Plan and implement a process for deciding your Committee's Ministers/Shadow Ministers

Duties during YP Camp

- Deliver recreation activities with enthusiasm and work to engage all Youth Members of Parliament in every recreation activity
- Participate in all rosters of Taskforce duties as required

- Provide support and assistance to fellow Taskforce members and YMCA WA staff as required.

Duties to YMCA WA

- Commitment to YMCA WA's Environmental Policy
- Commitment to YMCA WA's Social Media Policy
- Understand and work under the guidelines of the YMCA WA Safeguarding of Children and Young People Policy and Code of Conduct
- Ensure compliance with all relevant YMCA WA OS&H practices
- Take reasonable care for your own health and safety and for the health and safety of others
- Cooperate with YMCA WA with respect to legislative occupational health and safety requirements and relevant YMCA Health and Safety Policies
- Provide a National Police Clearance or consent to the YMCA obtaining one on your behalf
- Obtain a Working with Children Check (as required under Section 6 of the *Working with Children (Criminal Record Check) Act 2004*)

Selection Criteria

- Experience in and enthusiasm for delivering recreational activities with young people
- Ability (or willingness to develop required skills) to fulfil all duties as listed above
- National Police Clearance and Working with Children Check (or willingness to obtain)

Agreement:

I have read and understood the above Position Description and I agree to undertake the role.

Volunteer Name

Signature

Date