

Position Description – Senior Coordinator Operations

Position Reports To	Youth Parliament Program Coordinator
Other roles supervised by this position	Recreation Coordinator; Communications Coordinator; Support & Welfare Coordinator; Support & Welfare Officer

Purpose of Position

This role is responsible for the implementation and oversight of all residential, communication and welfare aspects of the Youth Parliament program.

Duties & Responsibilities

Duties related to Taskforce

- Supervise and support the Operations Team to complete their roles
- Participate in regular meetings with the Program Coordinator and the Senior Coordinator Parliamentary as required
- Sit in on and participate in 'Welfare Team' meetings and report back to the Program Coordinator about items discussed and outcomes achieved
- Create a roster of Taskforce duties during the YP Camp, including wake up, recreation, lights out and caucus supervision duties
- Provide a report of recent team activities at each Taskforce meeting

Duties related to participants

- Participate in the selection panel for Youth Members of Parliament, and assist in allocating those selected to electorates and Committees
- Work with the Support & Welfare Coordinator and Officer to collate YMP's medical, dietary and media consent information into a spreadsheet, and follow up any information that has not been received by the due date (also assist the Program Coordinator in ensuring appropriate confidentiality of said information amongst Taskforce and other parties, in accordance with YMCA privacy policies)
- Act as the point of contact for Youth Members of Parliament who have questions about the non-parliamentary aspects of the camp
- Act as First Aid Officer for all Youth Parliament activities – including supervising the First Aid Bag at all YP events
- Deliver training on Training Day and the first day of Camp as required by the Program Coordinator
- Prepare and arrange all documents, handouts, signs, procedures etc. that will be required for non- parliamentary activities during Training Day and the YP Camp
- Allocate all attendees of the YP Camp to dormitories/rooms in preparation for the Camp

Duties during YP Camp

- Ensure that YP Camp attendees are aware of where they should be, what they should be doing and what is coming up next as activities occur
- Take responsibility for keeping track of where participants are at any time, including bus count-on/count-off procedures
- Act as Deputy Warden on Camp to respond to any emergency situations
- Be responsible, secondary to YMCA WA staff, for emergency management, risk management and illness management elements of the program
- Provide ongoing support to the Support & Welfare Coordinator and Officer to complete their duties
- 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 WA Health and Safety Policies
- Provide a National Police Clearance or consent to YMCA WA 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

- At least one year's prior experience on Taskforce
- Highly organised with strong supervisory skills
- Good understanding and eye for detail in risk and emergency management procedures
- 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