

Johnstone Community Learning Centre – Youth Worker

POST: Youth Worker **RESPONSIBLE TO:** Board of Directors

KEY PURPOSE OF JOB

To be responsible for the day to day running of our current youth services whilst identifying innovative new opportunities for the service.

KEY RESPONSIBILITIES WILL INCLUDE:

- Planning and facilitating activities and events
- Identifying and developing new service opportunities
- Working within the existing youth groups
- Produce and develop policies and procedures in conjunction with colleagues and the Board of Directors
- Monitor funding commitments and targets and ensure that they are being achieved
- Maintain a high standard of record keeping
- Work with other partner agencies when appropriate
- Planning and participating in outreach sessions within the local area
- Representing Johnstone Castle Learning Centre within the local area
- Ensure effective stock and equipment levels whilst minimising waste
- Be aware of budgets and ensure that all youth activities represent value for money and that expenditure is responsible and appropriate
- Arrange and facilitate regular youth staff meetings

Please note the hours of work for this post are mainly in the evening although flexibility will be expected in relation to working throughout the day. Interviews for this post will be carried out in the evening.

This list is not exhaustive and is intended as a snap shot of the post.

The closing date for the job is Monday 13th September.

Please apply via email by sending CV to director.jclc@gmail.com .