

Traineeship—Education Support—(Youth Minister / Worker position)

Job Description and Application Process

Background:

John Paul College has a commitment to the areas of student leadership; student volunteering; student social justice initiatives; faith based programs; peer based ministry and parish primary school outreach. Each year two casual Youth Ministers have been appointed. This position is full time in the youth ministry area.

Rationale:

Guided by our mission statement, this Youth Ministry Traineeship is essential to ensure that the above stated initiatives continue to innovate and grow. Such positions not only provide significant opportunity and benefits to the young person in the position, but it also serves to empower the student body.

These positions are similar in nature to the currently established 'AFL Trainee' position. However, in keeping with John Paul College's outstanding tradition of innovative program delivery and implementation, this program will have a significantly different focus to that of the current trainee position and be unique amongst Diocesan Secondary Schools.

Position details:

The successful applicant would begin their positions in the year following the completion of their year 12.

Successful applicants would need to demonstrate the following selection criteria:

- Commitment to the Catholic ethos and tradition of John Paul College
- Involvement in leadership programs
- Involvement in volunteer programs
- Involvement in fundraising programs
- Involvement in peer support programs
- Involvement in extracurricular volunteer programs
- Participation in the life of their local Parish community.

Funding and position particulars:

This position is facilitated by the company AFL Sportsready. As such, trainees are employed by AFL Sportsready. Salary for next year (2020) has not been publicised at the time of writing this position description. However annual salary is likely to be in the vicinity of between \$20,000 to \$22,000.

Position areas of responsibility:

This position involves providing support for College excursions

The remainder of the time will be spent in providing assistance to the Director of Faith and Mission. The trainee will be expected to attend retreats and camps. Additionally the trainee will coordinate small groups such as: Social Justice group; Young Vinnies; Peer Support; and assist with Mission Action Day.

Specific duties include:

- Classroom assistance (RE classes & CSYMA)
- Administration work in preparation for college retreats at Year's 7, 8, 10, 11 and 12
- Preparation and staffing of Friday chapel
- Ensuring the storerooms are kept in a tidy manner
- Attend weekend retreats and assist teachers with supervision of students, help arrange and conduct activities.
- Attend after hours events as directed (e.g. Youth Groups)
- Assist in coordination of volunteer programs
- Assist in coordination of casual youth ministry workers
- Assist in coordination of past students alumni association
- Liaise with local parishes / parish primary schools in coordinating events (e.g., college masses; confirmation retreats)
- Assist in establishment of past student volunteering capacity particularly with reference local parish youth group support led by John Paul College youth ministry students
- Coordinate FCJ young women's spirituality group
- Assist in training youth ministry students in years 10, 11 & 12
- Various administration duties including production of flyers for events, collation of medical forms/permission slips.
- General office duties as required.
- Other duties as directed by the Principal.

Accountability:

The position is accountable to the Director of Faith & Mission.

WWCC and National Police checks are mandatory.

Application:

Written application addressing the selection criteria outline above (under position details) together with CV to be submitted and addressed to John Visentin, College Principal.

Applications close Friday 11th October, 2019

