



## Youth Spaces Assistant - Community Employment Job Description

YMCA Dublin has been working with young people in Dublin's Inner City for 170 years. We run programmes in youth work, education, family support, community childcare and community employment. To support our services, we run two social enterprises – Dublin YMCA Gym in Aungier Street and Sandymount, and YMCA Childcare in Aungier Street.

Due to the success of our existing programmes and our social enterprise initiatives, we are looking to recruit a Youth Spaces Assistant.

Successful candidates will report to our lead Youth Work Team Leader and will work with the Youth Spaces team. As well as working with YMCA colleagues to drive projects forward and to bring the best out in people in line with the Association's ethos and mission.

### Project information

The YMCA Youth Work team caters for young people from the age of 10-18. The team actively engages with young people in the local community to support both the young people and their families **working both in the YMCA and remotely**. Youth Work provides a fun safe environment where young people have the opportunity to engage in activities which encourage personal growth, develop life skills through voluntary engagement and to meet new people. This role will involve working with specific groups in Dublin YMCA Youth Spaces Department.

The Youth Spaces Assistant will work with young people, adult volunteers and will also be involved in working with parents and liaising with other members of the YMCA Youth spaces team.

You should be able to demonstrate the following key skills:

- Strong planning, organisational and time management skills
- Strong team working skills
- Strong project management skills
- High level of motivation and the ability to work on your own initiative

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- Excellent communication skills
- Excellent interpersonal skills
- The person will have the ability to empathise with, lead and motivate young people.
- Basic computer skills.
- The successful candidate will have a good understanding of the group work process and will also be able to work with individuals in setting personal goals/developing a personal learning profile.

### Post information

The post holder will work 19.5 hours per week. Hours will be split between working in the YMCA and working from home. Training is provided on all software as well as access to youth work training.

Laptop provided.

Working hours required: **Afternoons and Evenings, Monday - Friday. Potential for Saturday hours also.**

Hours are subject to change depending on restrictions and the time of year, so the successful candidate must be fully flexible.

### Key Responsibilities

- To ensure that the programme as delivered reflects the values and ethos of YMCA Youth Work, as detailed in the Mission Statement and Youth Work Policies/Procedures.
- To participate in team meetings and supervision involved in the programme.
- To make a contribution to the ongoing development and evolution of the programme and participate in conferences and training as required.
- Any other duties related to the delivery of YMCA Youth Spaces.
- To abide by YMCA Policies and Procedures.
- Support and supervise the young people as different needs arise.
- The YMCA as your employer is committed to implement and review control measures to help prevent the control of the Covid-19 virus. You will be required to undertake training and retraining where necessary, as outlined by the YMCA.

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