

# THE AUSTRALIAN AND NEW ZEALAND DIOCESE

OF THE RUSSIAN ORTHODOX CHURCH OUTSIDE OF RUSSIA

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## Key Position Information

Job Title:	Youth Coordinator
Location:	Remote/Home based
Position Reports To:	Office Manager for operational purposes; a dedicated Diocesan Council member for workplan objectives and performance management
Position Type:	Permanent Part-Time
Hours per week	20 hours
Applicable Award	Social, Community, Home Care and Disability Services Industry Award

## Role Summary

To lead the youth of the ANZ Russian Orthodox Diocese to the fullness of the faith and likeness of God. To integrate the youth into the active life of the Orthodox Christian faith. To guide the youth in participating in the church's mission and ministry.

Under the direction of the Diocesan Council, the Youth Coordinator is responsible for the evaluation, development and implementation of programs/activities that balance worship, witness, service and fellowship for all youth in the Diocese.

The key relationships within this role are with the Diocesan Council member with oversight for Youth activities; Office Manager, Diocesan Bishop, clergy, Youth Representatives, Committees set up to manage Youth Conferences.

## Primary Responsibilities

### Preliminary

- Mapping exercise of what parish is doing what in terms of youth work
- Survey of the youth (and community) of what activities they would like to see supported and organised by the Diocese
- Provide mentoring support to parishes and priests who need assistance, in the area of youth work
- Set up communication structures so that youth leaders and priests can stay in touch more easily, about youth affairs (networks)
- Use the internet to establish a clearing house (possibly on GoogleDrive), where all developed resources and programs could be lodged and then accessed by any other parish that wants to implement similar projects or just needs some inspiration
- Utilise the first three month period to finetune the workplan, according to feedback from the community and discussions with the youth.



### **Programs**

- With the help of the Parish Priests and youth leaders, promoting to the youth an active liturgical life, service projects and events of the parish and local community
- Organizing and participating in various youth programs and participating in Diocesan retreats, conferences, Symposiums, Syezds, etc.
- Developing and overseeing all recreational and cultural programs
- Supporting the Parish priest with Youth Catechism
- Interfacing with other ministries dealing with youth

### **Administration and Training**

- Ensuring that proper policies and procedures are followed by committees that are organising Diocesan Youth events

### **Promotion**

- Maintaining an annual chronicle (i.e., photo album/scrapbook) of Youth Programs on the web site, Facebook and other social media
- Maintaining a youth leaders resource library
- Keeping abreast of, participating in, and sharing with youth leaders: training opportunities, resources, publications, and programs for youth directors and youth workers available through the Diocese, Synod and other relevant sources

### **Communication and Planning**

- Working with and meeting regularly with the Parishes and Priests, and any youth advisory groups to promote cohesion and coordination in all aspect of youth ministry
- Developing and coordinating the annual calendar of events
- Maintaining active and timely lines of communication with the youth, young adults, their parents and the parish in general through periodical newsletters or inserts in the parish's established forms of communication, through phone calls, through email or website, and most importantly, through one-on-one contact with young people and others
- Performing duties and responsibilities in safe manner
- Keeping confidential sensitive communications with Clergy and Parish Councils
- Recruiting and training youth leaders
- Arrange Training/workshops to teach youth leaders how to implement programs and activities for young people, develop life skills, have sound financial management and budgeting (for youth groups), to encourage engagement in their local communities, address self-help strategies, skill development, relationship development and building stronger connections to family, education, social skills.

### **Organisational Responsibilities**

- Working with the Diocesan Council in writing grant applications.
- Ensure compliance with legislation and funding body contractual requirements (if any).
- Participate in profession development programs and staff meetings.
- Actively participate in regular service and program planning, development, review and evaluation processes to contribute to continuous improvement.
- Maintain and submit administrative (e.g. time sheets and travel reimbursement claims) documentation in an accurate and timely manner
- Assist with the development of Policies and Procedures for this position.
- Work under organisational Policies and Procedures, Code of Conduct and Behaviour and Privacy and Confidentiality Agreement.

Helping develop new growth and sustainability opportunities, including submissions and tenders.

- A genuine commitment to the principles of quality assurance and continuous improvement.
- Contribute suggestions to policy development.



- Adhere to the administrative process of the organisation.
- Adhere and respect the values, policies and procedures of the organisation.
- Perform duties in line with the expected team member conduct to be welcoming, caring, warm, helpful and friendly.

### Reporting Structure

Administratively the role reports to the Diocesan Office Manager (or their equivalent). On matters relating to the workplan, the role reports to the Diocesan Council member who has oversight of Youth Activities.

In addition the following will be required:

- Meetings with the Parish Priests before and after all youth activities/programs
- Quarterly written report to the Diocese Council. Attend meetings as requested
- Written report and presentation at an appropriate forum at least annually
- Meeting regularly with any youth advisory groups within the parishes.

## Experience and Required Knowledge

### Mandatory qualifications

- Valid Working with Children Check.
- Criminal history clearance.
- Current drivers' license and access to a comprehensively insured vehicle
- Tertiary degree and 3-5 years of youth work experience preferred
- Excellent leadership, administrative, time management and interpersonal/communication skills
- Knowledge of ecclesiology required
- Knowledge Russian Orthodox culture desirable
- Working knowledge of computer, use of Internet and computer programs: e.g. Word, Excel
- Familiarity with existing religious education and youth programs of Diocese and elsewhere
- Background in community work
- Knowledge and understanding of youth and welfare services and networks.

### PERSONAL ATTRIBUTES:

- Active in the liturgical life of a parish, with conscientious attendance at services of the church
- Enjoys spending time with youth, remembering that he/she will be looked upon as a role model
- Dependable, flexible, punctual and conscientious, honest, trustworthy, and self-motivated
- Highly developed interpersonal, written and oral communication skills (including accurate recordkeeping, report writing).
- Proven ability to work collaboratively as part of a team.
- Excellent negotiation/mediation, facilitation and conflict resolution skills.
- Teamwork, energy, initiative, integrity.
- Ability to work under minimal supervision.

The proper candidate will be an enthusiastic Orthodox Christian who is committed to Jesus Christ and ministry with young people and their families. We are looking for someone who is enthusiastic, flexible, energetic, willing to learn, has good people skills, hard worker, a passion for sharing the Gospel, is creative, loves children and youth, team player and does things with a spirit of excellence. The ANZ Diocese will provide opportunities for continuing education and a fair working budget.

### Document History

Effective Date:	October 2022	Previous Update:	Initial Version
Reviewed By:	Fr Alexander Abramoff	Approved By:	Bishop George