

**3 positions: one each in Loughrea town, Ballinasloe town and Tuam town**

The projects cater for young people aged between 10 and 21 years of age. Focus is on empowering and assisting young people in their personal and social development. Providing a safe and supportive environment for young people to realise and achieve their full potential.

### **Duties and Responsibilities**

#### **Personal Management Responsibilities**

- Keeping up to date with office diary and arrangements for the day/week ahead,
- Attending staff team planning meetings and contributing to same.

#### **Office Responsibilities**

- Assisting with project administration,
- Keeping diary/planners up to date to ensure good communication in the project.

#### **Youth Work Responsibilities**

- Planning, preparation and delivery of relevant programmes for groups as agreed with project co-ordinator, ensuring attendance sheets, goal planning, record forms are completed and filed,
- Efficient and professional record keeping as directed by project co-ordinator,
- Reporting/giving feedback to Project Co-Ordinator, as required.

#### **Other Responsibilities**

- Assisting with any fund raising where possible to include fundraisers specific to the project and Youth Work Ireland Galway fundraising events,
- Any other duties assigned by project co-ordinator.

#### **Key Tasks**

- Awareness of responsibilities in relation to the safety and welfare of young people,
- Keeping work areas safe,
- Maintain good housekeeping.