

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.