

INFORMATION PACK



Youth Leadership Assistant



About Canteen

We get it. Just when life should be full of possibilities, cancer crashes into a young person's world and shatters everything.

We help young people cope with cancer in their family. Through Canteen, they learn to explore and deal with their feelings about cancer, connect with other young people in the same boat and if they've been diagnosed themselves, we provide specialist, youth-specific treatment teams.

No matter which role you are in, volunteering with Canteen is a chance to support young people rebuilding the foundations that crumbled beneath them when cancer turned their world upside down.

Canteen is one of the most highly regarded not for profits in Australia (4th in fact) with one of the most recognisable brands across the country (who doesn't know about the bandanna!).

Volunteering with Canteen is an inspiring, rewarding and purposeful experience that really enables you to be at your best. Canteen has a passion for all things people and are continually working on ways to make our organisation an even better place to work. We have a culture we are proud of and want to find more people who share our commitment, enthusiasm and passion!

Through our regular staff and volunteer engagement surveys, we know that Canteen is fortunate to have one of the most passionate and committed workforces in Australia!



Job Details



Job Title

Youth Leadership
Assistant



Location

[Check Website](#)



Job Type

Volunteer



Reports to

Local Leadership
Coordinator



Direct Reports

None



Closing Info

31/12/2022

Benefits of Volunteering with Canteen

Volunteers are an essential part of our front facing service delivery and success - we could not do it without you!

Canteen not only offers volunteers the opportunity to make a difference in the lives of Young People Living with Cancer but provides you many other benefits such as:

- Developing new skills to help progress your professional career
- Receiving training and professional development
- Being part of a positive, ambitious and high performing team
- Developing a professional network
- Having the opportunity to provide feedback regarding your experience
- Fun and enjoyment
- Sense of purpose and 'giving back'

Role Specifics

Job Purpose

To support the delivery of the Canteen Leadership Program to young people through active engagement in both planning and delivery of modules and activities.

Duties and Responsibilities

Canteen works closely with the young people we support to build strong leadership skills to prepare them for the future. The Foundation of Leadership Program was developed to provide this support and this role will become an integral part of the team, supporting its delivery throughout 2022.

The role will see you becoming enmeshed in the Canteen leadership space through your passion and commitment for youth empowerment. Task include:

- Attending project meetings and project planning days
- Assisting with regular meeting of the leadership team
 - Coordinating the Chair, minute takers and acknowledgement of country
- Accurately document case notes when relevant
- Attending the Annual Leadership Festival and AGM
- Procuring supplies and resources for leadership events
- Preparing get-to-know-you games for leaders
- Attend monthly check-ins with staff to plan projects and tasks

You should anticipate you will need to attend your local office for team meetings and project planning from time to time. There will also be some online engagement.

Essential

- Experience in a similar role
- Demonstrated experience using zoom
- Demonstrated commitment to youth empowerment
- Excellent administrative skills with awesome attention to detail
- Exceptional organisational skills

- Demonstrated written and verbal communication skills
- Confident and competent working with young people
- Experience in the Microsoft suite

Desirable

- Child protection training
- Experience with Vision 6
- High level of integrity, honesty and commitment

Hours of Work

As a guide, you should assume the role will require the equivalent of 1-2 hours per week. There is evening and some weekend engagements with plenty of notice.

We are also asking volunteers to commit to the role throughout the calendar year 2022. We know this is a large commitment of time, but it is vital to ensure we provide young people with consistent support during a crucial period in their lives.

Pre-Engagement Checks

As Canteen's work involves staff being in direct contact with children and young people, all staff, whether paid or unpaid are required to complete police and working with children checks, relevant to the state in which they will be engaged. Canteen also requires all staff, paid or unpaid to be fully vaccinated for COVID-19.

Canteen will conduct at least two reference checks on successful applicants and may also require proof of any professional qualifications stated on an application.

General Information

All staff, whether paid or unpaid are required to adhere to Canteen's Human Resources Policies during the course of their engagement.

Canteen is an equal opportunity employer.