

Manna Gum Community House

Position Description: Youth Program Team

‘Our Place’ Youth Group | Two positions available

Acknowledgement of Country

Through our commitment to reconciliation, Manna Gum Community House acknowledges the Australian Aboriginal and Torres Strait Islander peoples as the first inhabitants of the nation and the traditional custodians of the lands where we live, learn and work.

About Manna Gum Community House

Manna Gum Community House is a not-for-profit organisation based in Foster, South Gippsland. We serve the Corner Inlet area, which includes the towns of Fish Creek, Toora, Welshpool, Port Welshpool, Mt Best and Yanakie. We receive funding from the Victorian Government under the Neighbourhood House Coordination Program and are a Learn Local provider funded under the Adult, Community and Further Education (ACFE) program.

Manna Gum works within a community development framework and is governed by a community-based Board. Our strategic goals are social inclusion, learning and engagement, advocacy and good governance. We offer a range of services including adult education, school holiday activities, emergency relief, special events and access to government services.

You can find out more about us at mannagumcommunityhouse.org.au.

Our commitment to child safety

Manna Gum Community House is committed to the safety, wellbeing and empowerment of all children and young people. We have zero tolerance for child abuse and are committed to meeting the Victorian Child Safe Standards. We value diversity and work to make sure every young person feels welcome, respected and safe, including Aboriginal and Torres Strait Islander young people, young people from culturally and linguistically diverse backgrounds, young people with disability and LGBTIQ+ young people.

About the program

The ‘Our Place’ youth group runs every Monday during school terms, from 3.30pm to 6.00pm, at Manna Gum Community House. Established in 2020, the group regularly welcomes between 10 and 25 young people aged 11 to 16 from across Corner Inlet. It is a safe place for young people to meet up with friends, connect with other young people and build connections with their local community. Sessions include active recreation (we have street sport equipment available), a range of activities and a shared hot meal. The program is supported by volunteers.

About these positions

We are recruiting for two positions to work together as the Youth Program Team: a Youth Program Facilitator and a Youth Program Support Worker (Kitchen and Program Support).

We know these roles can be hard to fill in a small regional community, so we are taking a flexible approach. You are welcome to apply for one or both positions. Once we have met with applicants, we may adjust how responsibilities and hours are shared across the two roles. Classification and pay

will be set to reflect the qualifications and experience of the people we appoint. We encourage applications from people at different stages of their careers, including those starting out in youth or community work.

Position details

	Youth Program Facilitator	Youth Program Support Worker (Kitchen and Program Support)
Employment type	Casual, school terms only. Ongoing, subject to funding.	Casual, school terms only. Ongoing, subject to funding.
Hours	Mondays, 3.00pm – 6.30pm, plus additional hours as agreed with the Manager for program planning, meetings and reporting. May start earlier if sharing meal preparation.	Mondays, 1.00pm – 6.00pm, including meal preparation. Start and finish times may vary depending on how tasks are shared between the two roles.
Classification and pay	Class 1, Level 2–4, commensurate with skills, qualifications and experience, under the Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2024, Schedule 3.	Class 1, Level 1-2, commensurate with skills, qualifications and experience, under the Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2024, Schedule 3.
Reports to	Manager	Manager (with day-to-day direction from the Youth Program Facilitator during sessions)
Location	Manna Gum Community House, 33 Station Road, Foster	Manna Gum Community House, 33 Station Road, Foster

Information about the Collective Agreement is available from Neighbourhood Houses Victoria: nhvic.org.au/resources/industrial-relations.

We will reimburse reasonable work-related expenses such as vehicle allowance and mobile phone charges, as agreed with the Manager.

Key responsibilities

Both positions

- Set up and pack down the program space and equipment before and after each session.
- Take an active part in sessions, including street sports and other physical activities.
- Help create a safe, welcoming and inclusive space where young people feel respected and have a say.
- Follow Manna Gum’s child safety policies and procedures, and recognise, respond to and report any concerns about a young person’s safety or wellbeing to the Manager.
- Support the preparation and serving of the hot meal and help keep the kitchen clean and tidy.
- Follow workplace health and safety and food safety requirements.

Youth Program Facilitator

- Coordinate and lead the weekly youth group program.
- Plan a varied program of activities, with input from young people.
- Build positive relationships with young people, their families and local services, and support referrals to other services where needed.
- Recruit, induct, supervise and support volunteers who assist with the program.
- Make sure all safety standards are met, in line with the program risk assessment and the Child Safe Standards.
- Keep accurate records, including attendance and incident reports.
- Report regularly to the Manager and attend team and planning meetings as required.
- Promote the program and support its regular evaluation.

Youth Program Support Worker (Kitchen and Program Support)

- Plan, prepare and serve a nutritious hot meal each session, within the agreed budget.
- Manage kitchen supplies, food storage, cleaning and hygiene to food safety standards, including managing allergies and dietary requirements.
- Involve young people in cooking and food preparation where appropriate.
- Support the Facilitator with activities and the supervision of young people.

Physical requirements of the roles

These are active, hands-on roles. They involve joining in with street sports and active games, lifting and carrying equipment and furniture when setting up and packing down the space, and standing for extended periods, including in the kitchen. A reasonable level of physical fitness is needed. We are happy to talk with applicants about reasonable adjustments.

Key selection criteria

Essential – both positions

- Experience working with young people, or a demonstrated ability to connect with and engage young people aged 11 to 16.
- A strong commitment to child safety, inclusion and respectful practice.
- Current Employee Working with Children Check, or willingness to obtain one before starting.
- The physical fitness to meet the requirements of the roles, as described above.
- Reliability, good communication skills and the ability to work well as part of a team.

Essential – Youth Program Facilitator

- A qualification in youth work, community services or a related field (Certificate IV or above) OR relevant work or lived experience.
- Experience planning and delivering group programs or activities for young people, including managing group dynamics and challenging behaviour.
- The ability to supervise and support volunteers.
- An understanding of, and commitment to, Neighbourhood House principles and community development practice.
- Basic computer and record-keeping skills.

Essential – Youth Program Support Worker

- Experience preparing meals for groups, in a community, home or commercial kitchen.
- Knowledge of safe food handling practices, and willingness to complete a Food Handling certificate if you don't already hold one.

Desirable – both positions

- Current First Aid certificate and/or Youth Mental Health First Aid.
- Experience working with young people with disability, including neurodivergent young people.
- An understanding of trauma-informed practice.
- Knowledge of youth support services in South Gippsland.
- Current driver's licence.

Pre-employment checks

Successful applicants will be asked to provide a current Employee Working with Children Check and will be subject to reference checks. A National Police Check may also be required.

Diversity and inclusion

Manna Gum Community House is an equal opportunity employer. We welcome and encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with disability, LGBTIQ+ people and young people. Please let us know if you need any adjustments during the recruitment process.

How to apply

Please send us:

- a cover letter (no more than two pages) telling us which position or positions you are interested in and how you meet the key selection criteria
- your résumé
- the contact details of two referees.

Applications can be emailed to manager@mgch.org.au or posted to PO Box 176, Foster VIC 3960.

For a confidential chat about the roles, please contact Bec (Manager) on (03) 5682 1101.

Indicative closing date: 16 November 2026. Applications will be considered as they are received, and the positions may remain open until filled.