



VOLUNTEER POSITION DESCRIPTION

POSITION TITLE

Youth Ministry (including retreats/ camps/ pilgrimages and parents supervising and attending overnight activities)

REPORTS TO:

Parish Priest / Coordinator

1. CATHOLIC DIOCESE OF CAIRNS

The Roman Catholic Trust Corporation for the Diocese of Cairns (RCTC) is incorporated under the *Religious, Educational and Charitable Institutions Act 1861* to support the mission of the Catholic Diocese of Cairns.

The Diocese serves Far North Queensland, spanning Cardwell to the Torres Strait and west to the Northern Territory border. It includes 23 parishes and provides regional services in education, welfare, childcare, pastoral care, and outreach, under the leadership of the Bishop of Cairns.

The Bishop holds executive authority over the Diocese, exercised personally and through delegates.

2. PURPOSE OF THE VOLUNTEER POSITION

The Diocese of Cairns is developing a roundtable to encourage change based on the voices of young people who represent the youth of the diocese. Your role will be to engage in this conversation with a diverse group of individuals and help direct for youth mission. It is integral that the voices of youth are respected and valued, especially when making decisions on their behalf. The roundtable has been developed to encourage active participation from young people who seek to make change and help the diocese grow towards a thriving youth community.

3. PRIMARY DUTIES AND RESPONSIBILITIES OF THIS VOLUNTEER POSITION

Catholic youth ministry is a program that helps young people develop a relationship with Jesus Christ, learn about God's word, and become active in their church community. The primary duties and responsibilities are as follows:

- Plan, implement and participate in activities to support Youth Formation.
- Encourage young people to express their sense of belonging to the Church through their participation in its life and mission.
- Empower young people to become true disciples of Jesus and go out to others with a sense of mission, working for justice, peace and human dignity.
- Follow direction of the Parish Priest / Coordinator.
- Participate in Safeguarding training and other prescribed training as required.
- **Suitable Nationally Coordinated Criminal History Check.**
- **A valid Positive Notice Blue Card– No Card, No Start laws apply.**
- As a genuine occupational requirement, the position requires that the Employee's conduct and lifestyle align with principles of Catholic Social Teaching.

4. ORGANISATIONAL DUTIES AND RESPONSIBILITIES

Safeguarding Standards

The Diocese of Cairns has standards of conduct for workers to maintain a safe and healthy environment for children. Our commitment to these standards requires that we conduct working with children checks and background referencing for all persons who will engage in direct and regular involvement with children and young people (0 - 18 years) and/or adults-at-risk. The organisation is fully committed to child safety and has a zero-tolerance to abuse of children or adults-at-risk.

Workplace Health and Safety

- Take reasonable care for your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- Comply, so far as you are reasonably able, with any reasonable instruction.
- Co-operate with any reasonable policy or procedure and attend WHS training as directed.
- Ensure timely and accurate reporting of all incidents and hazards.

Public Relations

- Promote a positive image of the Church at all times through professional standards of personal presentation and courteous respectful behaviour.

5. ADDITIONAL REQUIREMENTS

- A commitment to the mission and objectives of the Catholic Diocese of Cairns.
- A Non-smoking Policy is effective in all Cairns Catholic properties and motor vehicles.

6. VOLUNTEER ACCEPTANCE

Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. All Volunteers are required to carry out all duties in accordance with policies and procedures of the Catholic Diocese of Cairns, and relevant agreements and to act at all times with integrity and professionalism.

I note that Position Descriptions are under periodic review, and may be changed, after consultation, at any time. I have read this Position Description and agree to carry out the duties and responsibilities as outlined above.

Signed

Date