

Role Description for Full-Time Position
Sector of Papua New Guinea
Lasallian Youth Ministry Coordinator
2019 - 2020

DE LA SALLE BROTHERS

The Brothers operate Catholic schools and other charitable institutions and activities globally. This position is with the Sector of Papua New Guinea within the Lasallian District of Australia, New Zealand, Pakistan and Papua New Guinea (ANZPPNG).

YOUTH MINISTRY CONTEXT

This position exists to ensure the continuing development and support of Lasallian Youth Ministry throughout the Sector of Papua New Guinea. In the District of ANZPPNG there are currently 18 Youth Ministers in Lasallian schools, as well as 4 members of the Young Lasallians Team who supervise and support the Youth Ministers and the Papua New Guinea Lasallian Youth Ministry Coordinators.

There is currently one Lasallian Youth Ministry Coordinator for Papua New Guinea. This advertisement is for a second Lasallian Youth Ministry Coordinator who will work alongside the present coordinator for the first six months of 2019, and then independently for the remainder of the two-year contract period.

ROLE DESCRIPTION

The Papua New Guinea Lasallian Youth Ministry Coordinator is an employee of the Lasallian Sector of Papua New Guinea and is responsible for promoting and supporting Youth Ministry within Lasallian Schools in Papua New Guinea, with a particular focus on those in Port Moresby. The Youth Ministry Coordinator also assists in supporting and accompanying the Lasallian Youth Ministers within each school. Youth Ministry is an opportunity to animate the faith life and the individual faith development of young people, in accordance with the Lasallian tradition and in coordination with school staff. The Youth Ministry Coordinator's ministry is tailored to the needs and culture of each school community and Youth Minister, with a focus on building relationships with and providing a credible witness of faith.

ENVIRONMENT

The Youth Ministry Coordinator will be based at Lasalle Technical College Hohola. They will be provided a workspace in accordance with the school's availability. The Youth Ministry Coordinator's work will require them to move throughout the school and between multiple school campuses, interacting with students and staff in the schoolyard, in classrooms, etc. Youth Ministry activities, such as school retreat and reflection days, may take place off-site. Finally, the Youth Ministry Coordinator will be asked to support regional, Sector-wide, and District-wide Young Lasallians gatherings as part of the broader Lasallian Youth Ministry Team.

ACCOUNTABILITY AND REPORTING RELATIONSHIPS

The Youth Ministry Coordinator will take direction and supervision from the Sector Coordinator of the De La Salle Brothers. They will also receive additional support and supervision from the current Lasallian Youth Ministry Coordinator in their first six months, and from the Young Lasallians Team for the District throughout their term. Within their day to day work, the Youth Ministry Coordinator will report to the Sector Coordinator and/or their nominated supervisor within Lasalle Technical College Hohola.

RESPONSIBILITIES

- Coordinate the PNG Sector Lasallian Youth Ministry program, which provides youth ministry services to a growing number of schools throughout the PNG.
 - Form: facilitate formation programs for the PNG youth ministers, and provide ongoing mentorship for individual PNG youth ministers.
 - Support: provide in-person and remote companionship and support for the spiritual and professional growth of youth ministers in the work of school-based youth ministry working with Papua New Guinea
 - Supervise: provide leadership and support of PNG youth ministers' work in coordination with their on-site supervisor and other school personnel.
- Develop, adapt, facilitate and evaluate high quality retreats, programs, weekend camps, study retreats and reflection days throughout the Sector of PNG, particularly in Lasallian institutions, for students, teachers and members of the Lasallian Family in coordination with the Lasallian Family Coordinator and PNG Sector head.
- Assist the District Young Lasallians in the planning, promotion, and facilitation of programs outside the context of school-based retreats and reflection days, with a focus on:
 - Growing current offerings for alumni and young adults
 - Promoting local and regional gatherings of Young Lasallians
 - Developing new and improving current Sector and District level events
 - Continuing to explore avenues for engaging in consultation and thought leadership in youth ministry within the broader Catholic contexts of the District
- Engage former students and other Lasallians in retreats, reflection days, and other appropriate school and Lasallian events as volunteers, within LMS and school regulations
- Provide a positive Lasallian role model for students, young adults and teachers
- Promote a deepening understanding of and engagement in the Lasallian Mission by young people, both immediately and in the long term
- Assist with other Young Lasallians, Lasallian Mission Services, and other Papua New Guinea Lasallian events and projects as assigned
- Coordinate and organise, in conjunction with the Sector Coordinator, delegates to participate in District organised events including, but not limited to; Lasallian Student Leadership Seminar Sydney, Lasallian Youth Gathering and Asia Pacific Lasallian Youth Conference.
- Manage and organise Sector-held Young Lasallian events including, but not limited to the Lasallian Student Leadership Seminar, Papua New Guinea.
- Coordinate VISA applications for Young Lasallian delegates who are attending international events.

EXPECTATIONS

- Communicate and meet regularly with the Sector Coordinator and Lasallian Youth Ministry Coordinator to effectively evaluate events and plan for the upcoming schedule.
- Maintain an employment register which notes activities, scheduled days off and times worked, including weekend work, each week with a brief description of the activity.
- Ensure that the following current documents are lodged with the Sector Coordinator of Papua New Guinea;
 - Passport
 - Medical Form
- Ensure that the following current documents are lodged with the Assistant Director (Formation):
 - First Aid Certificate
 - Medical Form
- Complete induction, training and ongoing formation
- Provide the Lasallian Youth Ministry Coordinator and Sector Coordinator with regular updates on their activities for publication on the District of ANZPPNG website and social media accounts

REVIEW

The Youth Ministry Coordinator will communicate regularly with the Sector Coordinator of PNG and the Lasallian Youth Ministry Coordinator to discuss aspects of the role and the progress of established goals. There will be no probationary period for this extension. A performance review will be conducted at the end of the 2018 school year.

Note: The employer reserves the right to vary this position description, after consulting with the employee, in response to changing needs.

CORE CAPABILITIES

- A demonstrated understanding and support of the evangelising mission of the Catholic Church and the educational mission in service with the poor of the Lasallian Institute
- Extensive experience in Youth Ministry, with experience in school-based ministry preferred
- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Good organisation skills
- Good multimedia skills
- Good administrative skills, including attention to detail, time management and the capacity to see tasks through to completion
- Demonstrated ability to think creatively and develop new programs and initiatives
- Demonstrated ability to work independently and as part of a team
- Demonstrated ability to provide leadership and mentorship to others

SALARY AND CONDITIONS

Your annual salary before tax is **K 20,800** and is fixed for the term of your contract. This includes an allowance for work-related travel and internet use. Any unpaid leave which reduces your Attendance Hours will reduce your salary.

POSITION REQUIREMENTS

- Police Check Clearance
- High School Qualification
- Willingness to travel nationally and internationally
- Willingness to engage in weekend work