

The Puckapunyal & District Neighbourhood Centre

DJ'S/YOUTH COORDINATOR

The person in this position must understand the importance of engaging children in a fun and safe environment. This person must be approachable to parents, peers, volunteers and children alike. Must be able to maintain the integrity of the PDNC and the reputation of the Dj's Program in the Puckapunyal community. The Dj's Coordinator must be a member of the PDNC, be available to volunteer time, have a current Victorian working with children check and have a police check (must be less than 6 months since check issued.)

Role includes but not limited to;

- ✦ Compiling volunteer roster
- ✦ Checking volunteers are holders of current working with children checks
- ✦ Maintaining stock in the canteen
- ✦ Purchasing stock/maintaining expectable stock levels
- ✦ Have a basic understanding of computers and gaming consoles
- ✦ Maintain Dj's equipment
- ✦ Common sense in the behaviour of children (safe/unsafe behaviour)
- ✦ Handle tricky situations and have good problem solving skills
- ✦ Planning and conducting youth events

General Committee Responsibilities

- ✦ Ensure that you have full knowledge and understanding of the Model Rules and all policies and procedures to the Association.
- ✦ Ensure that you recognize your role and responsibilities and approach your commitment with due attention and diligence.
- ✦ Be pro active and willing to participate and respond to feedback, requests, committee meetings and group messaging.
- ✦ Attend PDNC social events when possible.
- ✦ Be prepared to represent and promote the PDNC Organisation at all times with a positive attitude.
- ✦ Ensure you are respectful to the staff, committee and community