

Regional Street Van Coordinator Job Description

DUTIES	HOURS
1. Coordination of Street Van Volunteers: <ul style="list-style-type: none"> • Recruiting volunteers • Managing the Street Van Roster • Supervise Street Van Team Leaders • Follow up volunteers • Training of Volunteers 	1 0.25 0.25 0.25 0.75
2. Street Van Vehicle & Equipment: <ul style="list-style-type: none"> • Ensuring Street Van vehicles are maintained & clean • Ensure street Van equipment is maintained • Ensure street Van is stocked with Milo, Milk, Coffee, etc 	0.5
3. Recruiting and Networking <ul style="list-style-type: none"> • Promote Drug ARM in local churches • Interview potential applications and check references • Go to Interagency meetings and add new/relevant services to Street Van Referral Manual 	0.5 0.5
4. Administration & Reporting <ul style="list-style-type: none"> • Ensure Log Sheets are filled out completely and sent in • Contact Youth Outreach Coordinator weekly • On occasion Contribute towards Street Van Newsletter 	0.25 0.25
5. Other <ul style="list-style-type: none"> • Other duties as required 	0.5
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Regional Street Van & Referral Office Coordinator Selection Criteria

Essential

- Able to support the Christian values and ethos of the organisation as set out in the Values Statement
- Excellent rapport with people
- Ability to Coordinate, mentor and supervise volunteers
- Ability to manage with minimum supervision and organise time efficiently
- Good written and verbal reporting skills
- Senior First Aid Certificate or willing to obtain one

Desirable

- Currently studying Youth Work, Social Work, Psychology or similar.
- Previous experience working with volunteers
- Previous experience working with street present young people