



Job Title: YMCA STEP Tutor Dublin City (Fixed Term Contract).

Main Responsibilities

The Project Worker will be responsible for the following duties:

1 To ensure that the programme as delivered, reflects the values and ethos of YMCA STEP as detailed in the Mission Statement, the Educational and Training Goals and the YMCA STEP Manual

2 To assist with the recruitment of up to 10 young people in the target group per year.

3 To assist in the delivery of the modules as outlined in the YMCA STEP manual as well as having direct involvement in the delivery of QQI Level 4 in Employment Skills to include:

Digital Media Technology and Functional Maths.

4 To assist in the YMCA STEP evaluation process.

5 To take responsibility for all administrative duties associated with the programme delivery including; daily record sheets, candidate portfolios and presentation of assessment materials in the QQI process.

6 To make a contribution to the ongoing development and evolution of the programme

7 Any other duties related to the delivery of YMCA STEP

Person Specification

1 Qualifications

The post-holder will have have a third level qualification in the area of IT/Maths/Business, or other related field.

2 Experience

The post-holder will have had a minimum of a year's experience of working with young people in a similar setting to STEP and experience in delivery of QQI Level 4 Digital Media Technology and Functional Maths or similar areas.

3 Abilities and Skills

- The post-holder will be able to develop and maintain effective relationships with young adults in the 17-25 age group.
- The successful candidate will have a good understanding of Digital Media and Functional Maths along with the group work process and will also be able to work with individuals in setting personal goals and developing a personal learning profile.
- The post-holder will be able to deliver; Digital Media Technology and Functional Maths.
- The person will be able to work as part of a small team of tutors.
- The person will have good administrative skills and will be able to ensure records are kept up to date.
- The person will be able to ensure that the modules meet all agreed targets.

4 Personal

The post-holder must be comfortable working within the aim and purposes of the YMCA.

Terms and Conditions

The salary for this part-time position will be in the YMCA Scale A1 to A4 €29,980 to €33,181 (pro rata for 7 hours over 1 day 9.00am to 5.00pm (Fridays) for a 5 month period starting in February 2019.

The post-holder will be directly responsible to the STEP Coordinator .

The post is subject to continued funding of SOLAS

