

Our people are what make us stand out from the rest, and our values of Mastery, Generosity, Independence and Belonging underpin all we do. We want you to be the best you can be, and this attitude is the key to becoming a Youthtown team member!

Apply

Most Youthtown roles are advertised via SEEK, Trade Me or Student Job Search. Search these sites for 'Youthtown' and apply by attaching a copy of your CV and a covering letter. Take the time to make sure that these reflect who you are as these are assessed before you can progress to the next stage.

We check your CV and covering letter and if they tick all the boxes, we will contact you by phone. If your experience does not meet the role criteria, you will receive an email declining your application.

Phone Screen Interview

If you have skill set we are looking for, you will be contacted by phone for a brief conversation to discuss your experience and your expectations of the role. This is a great chance for you to expand on your work history and your aspirations for the future. From here, we select the best 3 or 4 candidates who will be invited to progress to either an interview or an Assessment Centre.

Interview

Interviews are conducted by the Hiring Manager and another person from Youthtown. This stage is where you get a detailed understanding of the role, and where we get to know you! We will ask you to talk us through examples of when you have shown certain skills and strengths in the past. Your examples can be from your previous roles or even from your life outside of work. Depending on the role, you may be invited to attend a second interview.

Assessment Centre

Sometimes when we are recruiting for a large number of programme roles at once, we run an Assessment Centre. At a Youthtown Assessment Centre you can expect to take part in a variety of practical activities which relate to our programme roles. These are high-energy, exciting and fun events. Just be yourself – we'd love to get to know you!

Prior to your interview or Assessment Centre, you will be emailed a Youthtown Application Form and a Police Vet Form. Please complete these forms and bring them with you to your interview or Assessment Centre (along with two forms of identification, one of which should contain a photo).

Reference and Background Checks

At Youthtown, the safety of children and young people is paramount. We therefore undertake a number of background checks on our final candidates before any offer of employment is made. Most roles require two reference checks and a police vet, while other roles may require additional checks such as a CV accuracy check or health check.

We will request your permission before we contact your referees. Referees should include a previous or current employer, ideally someone who has been your direct manager.

The Offer

Once the Hiring Manager has made their final decision, you will be contacted to discuss an offer of employment with Youthtown. A 'New Starter Pack' including your employment agreement and other documents will be sent to you to review, sign and return to Youthtown. Once all of this is done, we are ready to welcome you to the Youthtown team!