

# Position Information Document

<b>Position Title:</b>	<b>Childrens &amp; Youth Activities Volunteer</b>
<b>Department:</b>	<b>Community Wellbeing</b>
<b>Reports to:</b>	<b>Community Development Officer – Children, Youth, Families &amp; Environment</b>

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## Summary of Responsibilities

Alexandrina Council's vision is 'Connecting Communities'. Council's mission is to 'be involved' reflecting the proactive nature of volunteerism in our community.

Provide support to the delivery of social, recreation and sports activities for children, young people, and young adults in the Alexandrina Council area.

## Benefits of a volunteer role

- Meet new people and expand your networks
- Provide quality services that build on the wellbeing and independence of the individual
- Involvement in activities and programs that make a real difference to local communities.

## Position Specification

- Support the delivery of social, recreation and sports activities for children, young people, and young adults in the Alexandrina area. This may include:
  - Assisting with set up and pack down of social, recreation and sporting activities
  - Supporting children, young people, and young adults to sign in or complete registration forms on arrival
  - Supporting children, young people, and young adults in their participation in the activities in a safe, positive, and encouraging way
  - Assisting with preparation of food, refreshments and clean up
  - Assist with always ensuring the safety of participants
  - Assisting with evaluating the program
- Report any issues or concerns to the Community Development Officer and activity facilitator
- Attend occasional meetings as negotiated
- Participate in relevant training as required
- Sign the volunteer timesheet to ensure insurance coverage

## Requirements of the Position

### Skills

- An ability to work with children, young people and young adults in a way that demonstrates values of and supports diversity and inclusion.
- An ability to use a participatory and empowering approach to service delivery.



- Well-developed communication and interpersonal skills with people from diverse backgrounds, ages, and ethnicities.
- An ability to work within the specified scope of the role. Volunteers can provide a listening ear to young people and refer to appropriate supports, but it is not within the scope to offer advice on life issues or counsel the young person.
- Ability to contribute to a supportive team environment alongside the Community Development Officer, activity facilitator and other volunteers.
- An ability to take responsibility for own safety and observe WHS guidelines, including duty of care and assisting with managing risks involved in activities with children and young people.

### **Requirements**

- Genuine interest in assisting with children, young people, and young adults to positively engage with activities, connect with their community, and develop their skills and confidence.
- Empathy for children, young people and families that may experience barriers to community participation (support wellbeing and independence).
- Patience and a friendly manner.
- Reliability and commitment.
- Willingness to follow established procedures.
- Maintain privacy and confidentiality of participants, their families, and colleagues.
- Volunteers will always work alongside a staff member, contracted facilitator, or other volunteer.

### **Clearances and Training required**

- Department of Human Services (DHS) Check
- First Aid and Safe Environments Training is an advantage
- Assistance to attain these clearances and training will be provided.

### **Location(s) of work**

Alexandrina Council area.



I accept and acknowledge the above Volunteer Position Information Document

<b>Volunteer Name</b>	
<b>Signature</b>	
<b>Date</b>	

<b>Witness Name</b>	
<b>Signature</b>	
<b>Date</b>	

<b>Office Use ONLY</b>	
<b>Registered Date</b>	
<b>Registered Number</b>	
<b>V File</b>	