

Volunteer Role Description

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| Position title | Transport Coordinator Night Owl Youth Program. |
| Organisation name | Knox City Council |
| Our values | <p>Integrity: Adherence to moral and ethical principles; being honest and trustworthy, and being authentic.</p> <p>Teamwork: Cooperative or coordinated effort on the part of a group of people acting together in the interests of a common cause.</p> <p>Innovation: A change that adds value.</p> <p>Service Excellence: Quality work performed for or on behalf of others.</p> <p>Enjoying Work: Achieving satisfaction and a sense of wellbeing from work</p> |
| Location of position | Carrington Park Leisure Centre , Knoxfield |
| Wheelchair accessible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Start date | During Term dates as advertised |
| End date (if short-term assignment) | During Term dates as advertised |
| Hours and days required per week (if applicable) | 6 pm to 10.30 pm, Friday evenings. Some tasks may need to be done outside of the program activity times. |
| Reports to | <p>Program Night Manager</p> <p>Knox City Council's staff member in attendance will provide guidance and support as required.</p> |
| Role objective | <p>The role of the Transport Coordinator is to manage the safe transport of participants requiring transport home at the end of evening tournament.</p> <p>The program participants are local young people 12-18 years old who may be disengaged, at risk or isolated. The program activities include sharing a meal, a rotation of 3 x 30 minute activities and 1 x 30 minute Life Skills workshop with safe transport home by minibus provided for those needing this.</p> |

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| | <p>A greater level of healthy socialisation and connection with other young people and adult mentors, increased confidence and self-esteem, learning life skills, increased fitness and having fun, and improved positive behavior are the program outcomes.</p> |
| <p>Key responsibilities</p> | <p>The key responsibility of the Transport Coordinator is to ensure that all participants requiring transport arrive home safely in a timely manner.</p> <p>The Transport Coordinator manages the volunteer bus drivers and works with them to determine best route/s, and manages any bus monitors.</p> <p>OHS, Risk Management, Equal Opportunity, Child Safe Standards and Charter of Human Rights</p> <ul style="list-style-type: none"> - Adhere to policies and procedures to minimise injury and damage to assets and property. - Adhere to Council’s Health and Safety, equal opportunity and risk management policies, plans and procedures as well as act in accordance with the Charter of Human Rights. - Actively participate in reporting matters of health, safety and Council asset damage. - Demonstrate and promote workplace behaviour that does not discriminate, bully or harass. - Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions. - Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements; and - Ensure a child safe environment and contribute to a culture of child safety by fulfilling the requirements and responsibilities outlined in legislation, including the Child Safe Standards, Reportable Conduct Scheme and Council’s Child Safe Policy and Procedures. |
| <p>Key tasks</p> | <p>The Transport Coordinator’s key tasks include:</p> <ul style="list-style-type: none"> - Collect list of participants requiring transport home from Program Activity Manager - Coordinate drop offs in a logical order based on participant addresses and determine whether two trips are required - Brief Bus Driver re bus routes and assist with navigation as required - Ensure all passengers have signed out of venue - Check off passengers as they enter bus - Ensure all passengers are aware of bus rules - Travel with bus and check off passengers as they depart bus and ensure their safe arrival at home - Manage any issues or risks according to policy and procedures |

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| | <ul style="list-style-type: none"> Report any incidents or issues to the Program Night Manager and/or Knox Council staff member in attendance and Night Owl Youth Program Manager |
| Essential skills knowledge and personal qualities | <ul style="list-style-type: none"> Excellent communication and interpersonal skills. Good organisational skills and the ability to manage a variety of tasks Strict adherence to confidentiality regarding participant information |
| Desirable skills knowledge and personal qualities | |
| Mandatory training | <ul style="list-style-type: none"> Volunteers are expected to participate in the program's induction and orientation program. All Council volunteers are required to undertake training via a choice of either eLearning / Face to Face / or through the Volunteer Handbook with reference to workplace behaviours and the child safe standards. |
| Optional training | There may also be opportunities to access personal development to support your current or future desired volunteer roles |
| Benefits for the volunteer | <p>This position provides an opportunity to give back, gain a sense of satisfaction, achievement and pride by making a real contribution to the community including the increased health and wellbeing of local young people in need.</p> <p>By volunteering with a range of people in a team environment, this is a great way to meet new people, make new friendships, have social interaction and connect with others in the Knox community.</p> <p>The opportunity to utilise, share and develop your skills, and learn new skills increases personal self-esteem and confidence.</p> <p>The volunteering experience often assists in advancing your career or in seeking future employment opportunities. Volunteering in the Night Owl Youth Program will also bring fun and fulfillment to your Friday nights!</p> |
| Other requirements of the role <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Police check <input checked="" type="checkbox"/> Working with Children's check <input type="checkbox"/> Reference checks <input type="checkbox"/> Medical check <input type="checkbox"/> Any other special conditions (please describe – e.g. driver's license) <input type="checkbox"/> Probationary period | |

Physical requirements of the role

The inherent physical requirements of the role are listed below. These requirements are generally considered typical for this and similar roles, however the list is not intended to be exhaustive. Within reason, and subject to Council's obligations under legislation, it is expected that a person conducting this type of work will have the physical capacity to perform the genuine, reasonable and inherent tasks of the role.

| Inherent Physical Requirements of the Role | | | |
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| Task | Frequency* | Task | Frequency |
| Climbing | Occasional | Reaching | Occasional |
| Sitting | Frequent | Balancing | Occasional |
| Kneeling | Occasional | Twisting | Occasional |
| Squatting | Occasional | Walking | Frequent |
| Bending | Occasional | Lifting/Carrying | Occasional |
| Standing | Frequent | Tactile Sense | Occasional |
| Pulling | Occasional | Hearing | Frequent |
| Pushing | Occasional | Fine Motor Skills | Occasional |
| Grasping | Occasional | Visual Acuity (colour, depth perception and field of vision. | Frequent |

| *Frequency Description | Occasional | Frequent | Constant |
|------------------------|------------|-----------|------------|
| | 0% – 33% | 34% - 66% | 67% - 100% |

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| Volunteer manager signature | |
| Volunteer signature | |
| Date | |
| Date of PD review | Click or tap to enter a date. |