

Volunteer Role Description

Position title	General Helper 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 Wheelchair accessible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Carrington Park Leisure Centre, Knoxfield
Start date	During Term dates as advertised
End date	During Term dates as advertised
Hours and days required per week	6 pm to 10.30 pm, Friday evenings
Reports to	Program Night Manager. Knox City Council's staff member in attendance will provide guidance and support as required.
Role objective	<p>The General Helper role will assist with the smooth and safe delivery of the night program in a range of ways according to their interests.</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>

	<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 responsibilities of the General Helper is to:</p> <p>Assist the program activities as agreed to with the Program Manager and assist the night program to be inclusive and fun for participants.</p> <p>The Program Night Manager will oversee and guide General Helpers as required to ensure tasks are completed and roles are being effectively performed.</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 General Helper’s key tasks may include;</p> <ul style="list-style-type: none"> - Kitchen Helpers: Assist in setting up dining room, preparation of food, serving and clean up. - Set up of venue, signs etc - Door keeper: signing in participants and volunteers, participant registration - Assisting with small groups of young people in activities - Assist with getting equipment for the activities ready and distributed - Packing up at end of night

	- Bus Monitor: travelling in bus to ensure safe transport
Essential skills knowledge and personal qualities	Ability to relate well to young people and work cooperatively in a team. Flexibility and able to change tasks depending upon requirements.
Desirable skills knowledge and personal qualities	
Mandatory training	- 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	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. 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. The opportunity to utilise, share and develop your skills, and learn new skills increases personal self-esteem and confidence. 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!
Other requirements of the role	
<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			
Task	Frequency*	Task	Frequency
Climbing	Occasional	Reaching	Occasional
Sitting	Frequent	Balancing	Occasional
Kneeling	Occasional	Twisting	Occasional
Squatting	Occasional	Walking	Frequent
Bending	Occasional	Lifting/Carrying	Frequent
Standing	Frequent	Tactile Sense	Occasional
Pulling	Occasional	Hearing	Constant
Pushing	Occasional	Fine Motor Skills	Frequent
Grasping	Occasional	Visual Acuity (colour, depth perception and field of vision)	Constant

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

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