



VOLUNTEER ROLE DESCRIPTION

Role Title	Event Host Leader
Department	Hills Home and Community Support
Availability	Host one to two events per month, approximately 5 – 8 hours per event initially between 9am to 5pm weekdays
Location	Events are held across the Adelaide Hills, Fleurieu, Barossa, Murraylands and Adelaide CBD and surrounds. The programs are coordinated from the Positive Ageing Centre at Woodside, The Summit Community Centre at Norton Summit and Torrens Valley Community Centre at Gumeracha.
People Leader	Community Support and Volunteer Officer, Positive Ageing Centre, Woodside Community Centre Operations Officers, The Summit Community Centre Community Centre Operations Officers, Torrens Valley Community Centre
Our Vision	Making the Adelaide Hills a healthy and happy place to live, work, and play through working together to build the community through leadership, community involvement and commitment to service and continuous improvement.
Role Purpose	<p>The Hills Home and Community Support program strengthens people’s capacity to maintain independence to participate in community life and remain in their home for longer. We do this by providing planned social and wellbeing activities through Councils Positive Ageing Programs to older residents in the Hills.</p> <p>The Event Host assists with the delivery of the Hills Home & Community Support Social Support program, by hosting a group of clients to participate in social activities. Events may include mystery trips to destinations of interest, theatre/music performances, visits to art galleries lunches/dinners, visits to farmers markets, nurseries or other shopping destinations.</p>
Responsibilities	<p>Support clients to actively participate in the event</p> <ul style="list-style-type: none"> • Support active participation from clients attending the event through encouragement and conversation <p>Assist with planning for special outings and events</p> <ul style="list-style-type: none"> • Liaise with staff regarding planning of events • Liaise with volunteer drivers and contracted drivers • Coordinate the provision of morning tea/afternoon tea as required

	<p><i>Ensure the effective running of the event</i></p> <ul style="list-style-type: none"> • Ensure clients are made aware of location of toilets, steps, ramps etc. • Support volunteer driver as required • Ensure client attendance sheets are accurate • Collect money from clients, reconcile funds and deliver funds to nominated staff • Assist with on/off bus and seat belts as required • Facilitate the collection of feedback from clients on their event experience <p><i>Encourage clients to attend future events</i></p> <ul style="list-style-type: none"> • Promote future events and outings and encourage clients to book in via phoning the Adelaide Hills Council or community centres contact numbers
Skills & Experience	<ul style="list-style-type: none"> • Ability to lead events and facilitate groups • Ability to communicate effectively and empathetically with a broad range of people including older persons, disabled, disadvantaged, socially isolated and culturally diverse clients • Flexible mindset and respect different social choices • Ability to work autonomously or as part of a team, in establishing priorities and setting deadlines • Communicate effectively, providing feedback and be part of the team at the Hills Home & Social Support Program • Ability to work within operational policies and procedures and maintain confidentiality
Learning & Development	<ul style="list-style-type: none"> • Complete Council’s volunteer induction, program orientation and ongoing training as required • Participate in a 12 week New Starter Volunteer Review • Attend volunteer meetings, a minimum of two per year • Provide First Aid training (every three years) • Manual Handling training (every three years)
Check Requirements	<p>As part of Adelaide Hills Council’s Safe Environments Policy, a current National Criminal History Record Check (within the last 12 months) is essential prior to commencement and renewal every three years arranged through Adelaide Hills Council.</p>
General Conditions	<p>Volunteers at Adelaide Hills Council act in accordance with Council’s Volunteer Code of Conduct and Safe Environments Policy.</p> <p>Volunteers at Adelaide Hills Council comply with Council’s Work Health and Safety policy, procedures and safe operating procedures.</p> <p>Adelaide Hills Council works in partnership with Peramangk and Kaurna traditional custodians, and Aboriginal and Torres Strait Islander people who have strong connections to the Adelaide Hills. Our workforce embraces respectful behaviours that recognise and celebrate the Aboriginal culture of our area.</p>
Values	<p>Providing excellent service to our community is a driving force behind all our interactions with people:</p> <p>Available Helpful Empathetic Responsive Reliable</p>

VOLUNTEER ROLE DESCRIPTION AGREEMENT

	Acknowledged by Volunteer	Acknowledged by Volunteer Leader
Name		
Signature		
Date		