



VOLUNTEER ROLE DESCRIPTION

Role Title	Virtual Reality Experience Facilitator
Department	Community Centres
Availability	One virtual reality session per week up to 3 hours, day and time negotiable
Location	Torrens Valley Community Centre, Gumeracha
People Leader	Community Centre Operations Officer
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 Torrens Valley Community Centre offers a range of programs and services for all ages with opportunities to learn new skills, volunteer and share skills, access information services, join groups or just have a chat and meet new friends.</p> <p>The Virtual Reality Experience Facilitator will assist with the delivery of virtual reality sessions, connecting people to this new technology by immersing them in various experiences for learning and entertainment.</p>
Responsibilities	<p><i>Assist in facilitating virtual reality experiences</i></p> <ul style="list-style-type: none"> • Liaise with staff and volunteers to deliver safe and engaging virtual reality experience sessions • Educate participants on how to use virtual reality technology • Trouble shoot various technologies • Set and pack up virtual reality equipment <p><i>Support program development</i></p> <ul style="list-style-type: none"> • Identify opportunities for program development • Assist in agreed program development opportunities <p><i>Deliver a high level of customer service and administrative support</i></p> <ul style="list-style-type: none"> • Deal courteously and efficiently with participant enquiries • Ensure required program paperwork is completed by participant

Skills & Experience	<ul style="list-style-type: none"> • Experience with virtual reality technology and Steam software an advantage or willingness to learn • Skilled in using information technology including Windows • Enjoy working with people and have the ability to communicate effectively and empathetically with a broad range of individuals such as youth and the elderly • Problem solving skills • Ability to work autonomously or as part of a team • 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 • Virtual reality training • ‘Child-safe environments – Reporting Child Abuse and Neglect’ training (every three years) • 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 Department Human Services Check (within the last 12 months) is essential prior to commencement and renewal every three years arranged through Adelaide Hills Council. This is a prescribed position and will require a child related screening assessment every three years.</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		

