

# VOLUNTEER ROLE STATEMENT



## TOY COLLECTION VOLUNTEER

### The City of Port Adelaide Enfield is:

A City that values its diverse community and embraces change through innovation, resilience and community leadership

### We have a plan to achieve our vision:

#### ECONOMY

*We are a thriving economy and a business-friendly City*

#### COMMUNITY

*We are a safe, vibrant, inclusive and welcoming City for our residents, businesses and visitors alike*

#### ENVIRONMENT & HERITAGE

*We are a low carbon, water sensitive and climate resilient City and our built heritage is protected, embraced and celebrated*

#### PLACEMAKING

*We are a unique and distinctive collection of active places, created and cared for through strong partnerships*

#### LEADERSHIP

*We are an innovative, collaborative and high performing leader within local government*

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### The position is:

<b>Position Title</b>	<b>Toy Collection Volunteer</b>		
<b>Department &amp; Section</b>	<b>Community Development</b>		
<b>Team</b>	<b>Libraries</b>		
<b>Reporting to</b>			
		<b>Prescribed Position:</b>	<b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>



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## **How does this position contribute to our community?**

- To act as a link between the Council and the community

## **What does the position do?**

- Assist in keeping the toy collection shelves tidy and accessible to customers
- Assist with keeping the toys clean at all times
- Support staff in managing partial returns of toys
- Assist customer to choose age-appropriate toys where appropriate

## **The behaviours we expect the position to contribute to our workplace are:**

- Be reliable, energetic and have a responsible attitude.
- Ability to follow directions and instructions and can do so unsupervised.
- Ability to work in a team.
- Ability to respect and maintain confidentiality of everyone in the library space.
- Be familiar with the Council's Work Health and Safety policy and other policies relevant to the Volunteer Program.
- Successfully complete the Volunteer Programs recruitment and orientation procedure.
- Have good communication skills, listen and relate to staff and other volunteers.

## **Experience**

- No previous experience required

## **Knowledge**

- Have a brief understanding of child development and how to recommend appropriate toys
- Know where different toys are located in the space to accurately direct customers
- Be aware of the types of toys being borrowed so more can be purchased in popular areas
- Know that we have sensory toys available for children with developmental/learning difficulties.

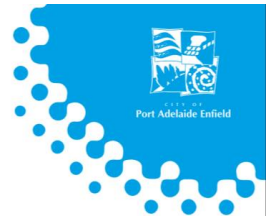
## **Our Safety and Return to Work Commitments**

- Take reasonable care for their own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure his or her safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return to Work Act 2014.

## **Code of Conduct**

As a volunteer at the City of Port Adelaide Enfield you must:

- Act in a fair, honest and respectful manner.
- Be reasonable, just and non-discriminatory in your behaviour in all aspects of carrying out your volunteer roles and responsibilities.



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- Volunteer in good faith and not for an improper or ulterior motive.
- Achieve a team approach in an environment of mutual respect, trust and acceptance.
- Maintain a mature, constructive working relationship with courtesy and respect.

## Conditions

- National Police Check, DHS clearance and reference check
- Insurance cover will only extend to volunteers of council who are registered and engaged in clearly defined activities that are approved and controlled by the staff representing the council.
- All positions have a 12-week probationary period
- Work within the guidelines of this position description and comply with the relevant policies and procedures for reporting and supervision.
- Abiding by the council Code of Conduct and Confidentiality

Volunteer Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_