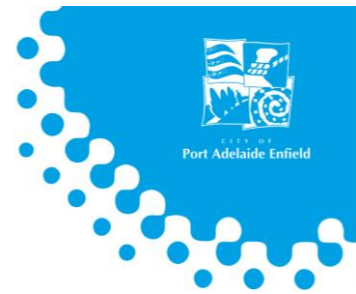


VOLUNTEER ROLE STATEMENT



COMMUNITY PROGRAMS VOLUNTEER (SEWING)

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:

Position Title	Community Programs Volunteer (Sewing)		
Department & Section	Community Development, Community Learning		
Team	Libraries		
Reporting to	Community Programs and Learning Officer – Parks Library		
	Prescribed Position:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

VOLUNTEER ROLE STATEMENT



How does this position contribute to our community?

- To provide the volunteer with an opportunity to make a useful contribution to the community and share their skills, knowledge, and experiences
- The support the Community Learning team to deliver a range of programs and life-long learning experiences to connect members of our community to the resources the library has to offer
 - Our Community Learning team facilitate access to information, resources, programs and lifelong learning opportunities which support positive wellbeing and healthy communities

What does the position do?

- Supports the City of PAE Libraries by co-delivering and assisting staff in the development of programs
- Creates a safe environment for community members to be empowered to learn new skills
- Facilitates regular beginners Sewing workshops at the Parks Library
 - Tasks include - Teaching, guiding and encouraging workshop participants.
 - Room set-up and pack-up.
 - Preparing workshop materials.

Location and times

- To be negotiated with Volunteer, dependant on availability and program time.
- Preferably on a fortnightly or monthly basis.
- Parks Library: 46 Trafford Street Angle Park SA 5010

What outcomes does the position deliver?

- Wellbeing
- Literacy
- Sustainability

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

- Ability to be self-directed and pro-active
- Be reliable, punctual, energetic, and responsible
- Good problem solving and decision making
- Enthusiasm and optimism to complete tasks
- A passion for personal development and commitment to improvement
- Innovative thinking and a courage to try new ideas
- Displays patience and enjoys helping customers
- Ability to communicate, listen and relate well to customers, staff, and other volunteers
- Ability to respect and maintain confidentiality
- Be familiar with the Council's Work Health and Safety policy and other policies relevant to the Volunteer program.
- Create a safe environment for customers
- A child safe environment is maintained and promoted.



VOLUNTEER ROLE STATEMENT

Experience

- Confident operating a sewing machine (essential)
- Experience teaching others how to use a sewing machine (desirable)

Knowledge

- How to use a sewing machine safely (essential)

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

All volunteers of the City of Port Adelaide Enfield must:

- Act in a fair, honest and proper manner
- Be reasonable, just and non-discriminatory in their behaviour in all aspects of carrying out their volunteer roles and responsibilities
- 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 and DHS Screening
- 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 council.
- Positions have a 12-week probationary period
- Working within the guidelines of this position description and to 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: _____