

SEWING PROGRAM VOLUNTEER FACILITATOR (LIBRARIES)

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community <i>A City where people have the opportunity to connect and flourish</i>	Prosperous Economy <i>A City with a thriving economy that enriches its local community</i>	Clean And Green City <i>A City that values its natural environment</i>	Places For People <i>An accessible City where people love to be</i>
------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------	-------------------------------------------------------------------------------

Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes. Our systems, processes and tools are contemporary and reflect leading practice. Our assets and finances are managed with good stewardship.

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 diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none">• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan	Grow & Improve We improve our work everyday <ul style="list-style-type: none">• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none">• Trust, honesty, integrity• Care & support each other• Work as a team• We celebrate success• We are accountable• Open communication
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The position is:

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

How does this position contribute to our community?

- To provide volunteers with an opportunity to make a useful contribution to the community and share their skills, knowledge and experiences.
- To support the Library Community Learning team to deliver a range of programs and life-long learning experiences to connect members of our community to the resources that the library has to offer.

What does the position do?

- Creates a safe environment for community members to be empowered to learn new skills and further develop existing skills
- Works with other volunteers to facilitate ongoing sewing programs at the Parks Library.
Tasks include:
 - Teaching, guiding and encouraging participants with their sewing projects
 - Room set-up and pack-up
 - Preparing session equipment and materials where relevant
- Supports PAE Libraries by co-delivering and assisting staff in the development and evaluation of programs and related library resources
- Complies with the relevant policies and procedures for reporting and supervision
- Records volunteer hours via Timeclock
- Other reasonable duties as required

What outcomes does the position deliver?

PAE Libraries programs provide:

- A safe environment and opportunities for community members to learn new skills and build on existing skills
- A welcoming and inclusive environments for community members to connect with others through creative activities
- Opportunities for members of the community to access and connect with the diverse range of resources offered by the library

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

- Empathetic, compassionate, caring and patient
- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build sound work relationships
- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

VOLUNTEER POSITION STATEMENT



Qualifications for the position

- PAE orientation and relevant inductions are essential.
- Satisfactory National Police check
- Satisfactory DHS Working with Children Check

Experience

- Confident operating a sewing machine and undertaking a range of sewing projects
- Experience teaching others how to use a sewing machine and/or sew is highly desirable

Knowledge

- How to use a domestic sewing machine and overlocker (*training in specific machines will be provided where required*)
- Basic to intermediate understanding of sewing techniques and skills

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment are maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Our Safety and Return to Work Commitments

All Volunteers

- Take reasonable care for their own health and safety.
- Take reasonable care that their 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 their 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.

Volunteer Signature: _____

Print Name: _____

Date: _____

Volunteer Development Officer OR
Program Coordinator Signature: _____

Print Name: _____

Date: _____