

VOLUNTEER ROLE STATEMENT



VOLUNTEER - COMMUNITY PROGRAMS SUPPORT

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 | Volunteer Community Programs Support | | |
| Department & Section | Community Development Active Living | | |
| Team | The Lights | | |
| Reporting to | Community Sports and Programs Officer | | |
| | | Prescribed Position: | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |

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How does this position contribute to our community?

- To assist the Active Living Team in provision of programs and activities, particularly in relation to the health and wellbeing of the community
- To provide the volunteer with an opportunity to make a useful contribution to the community and share their skills, knowledge and experiences

What does the position do?

- Under the guidance of Sports and Programs Services Officer support participants undertaking community activities within the Active Living Team
- These activities can include programs incorporating wellness, health initiatives, arts and crafts, literacy and community engagement
- Taking part in special events, providing a support role
- Promoting the Active Living team's programs to the community
- Undertake other duties as required to successfully deliver programs, activities, functions and events.

What outcomes does the position deliver?

- Appropriate information management practices are implemented
- A child safe environment is maintained and promoted
- Other reasonable duties as required are undertaken

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

- Effective communications and share information sharing
- Good problem solving and decision making
- Enthusiasm and optimism to complete tasks
- A passion for personal development and improvement
- Innovative thinking and a courage to try new ideas
- Adaptability to new ideas and concepts
- Interpersonal skills that build good work relationships
- A drive to help and coach others to unlock their potential
- Be customer driven
- A commitment to improvement

Experience

- No specific experience is required, however a love of people is a must
- Being reliable, punctual and well organised
- Being confident talking to small groups
- Able to take control and be assertive when needed

Knowledge

- No specific knowledge is required however a knowledge of Community Development, Health and Wellbeing, Creative Crafts or similar this will be highly regarded.

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.



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- 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:

- Abide by the Council Code of Conduct and Confidentiality
- 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

- 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

Volunteer Signature: _____

Print Name: _____

Date: _____