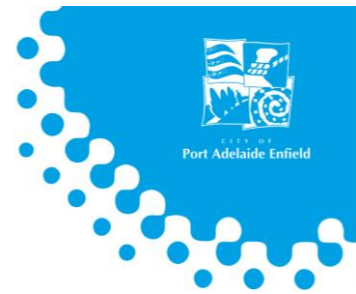


VOLUNTEER ROLE STATEMENT



VOLUNTEER ADULT LITERACY CLASS 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 Adult Literacy Class Support		
Department & Section	Community Development – Libraries		
Team			
Reporting to			
		Prescribed Position:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>



VOLUNTEER ROLE STATEMENT

How does this position contribute to our community?

- To assist the library staff in provision of library events and activities, particularly in relation to literacy of adults.
- To provide the volunteer with an opportunity to make a useful contribution to the community.

What does the position do?

- Under the guidance of the Literacy Teacher help to support adults with reading, literacy and basic numeracy skills during the session time.
- Taking part in special events, providing a support role
- Promoting library events to the community

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

- Successfully complete the volunteer programs recruitment and orientation procedure
- Ability to respect and maintain confidentiality
- Ability to communicate, listen and relate well to staff, other volunteers and the public
- Reliable, energetic and responsible attitude
- Ability to follow directions and instructions
- Ability to work as a team member
- Be familiar with Council's Occupational Health & Safety policy and other policies relevant to the Volunteer Program and Community Services Department.

Experience

- No previous experience required

Knowledge

- Good level of literacy and numeracy skills and dexterity.

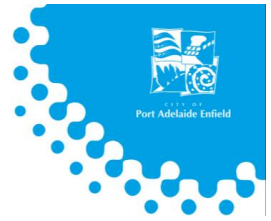
Our Safety and Return to Work Commitments

- 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



VOLUNTEER ROLE STATEMENT

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: _____