

# VOLUNTEER ROLE STATEMENT



## VOLUNTEER ENGLISH LANGUAGE 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:

<b>Position Title</b>	<b>Volunteer English Language Class Support</b>		
<b>Department &amp; Section</b>	<b>Community Development</b>		
<b>Team</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 assist the Library/Community Centre staff or external facilitators in provision of library programs and activities, particularly in relation to English Language skills of adults from Cultural and Linguistic Diverse communities.
- 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, writing, comprehension and basic numeracy skills during the session time.
- Support the group if teacher is not available
- Taking part in special events, providing a support role
- Promoting Council programs 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 general 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 moderate digital skills.

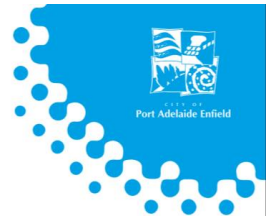
## **Our Safety and Return to Work Commitments**

- 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.



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- 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: \_\_\_\_\_