

**VOLUNTEER POSITION DESCRIPTION**

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| **Title:** | **Volunteer – Christmas BBQ Helper** |
| **Usual work location:** | Goulburn, NSW |
| **Cost Centre:** | N/A |
| **Usual hours of work:** | 2 hours |
| **Length of Appointment** | 15th December from 5pm to 7pm |
| **Position Objective:** | To provide assistance and service to vulnerable members of the Anglicare community.  |
| **Position Responsibilities:** | * *Cook and serve at the BBQ for members of the community*
* *Hand out presents to children*
* *Talk and get along with Anglicare clients*
* *Help set up and pack up*
* *To support and maintain an environment that is clean and healthy*
* *Assist with ensuring the event runs smoothly and spread Christmas cheer.*
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| **Key behaviors:** | **Client Focus**Recognises, anticipates and focuses on specific client needs and advocates on behalf of the client. **Flexibility**Recognises and responds to unanticipated events and requirements or sudden changes of priority. **Initiative**Originates action and actively seeks to contribute rather than passively accepting situations.**Interpersonal**Establishes cooperative and productive relationships by understanding and responding to the needs of others. |
| **Key skills:** | * Be able to cook and clean
* Ability to engage with and have a conversation with members of our Anglicare community
* Enthusiastic and friendly attitude
* An understanding of the principles of safe handling of food, food preparation and cooking, and safety in the kitchen.
* Enjoy contributing to the local community
* Help create a fun and enjoyable experience for clients of Anglicare
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| **Key experience:** | * No previous experience required however experience with preparing, cooking and serving food is desired
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| **Key Benefits:** | * Make a unique contribution to the community
* Rewarding and a sense of accomplishment
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| **Reports to:** | Supervisor |
| **Key requirements for this position:** | □ Statutory Declaration□ National Criminal History Check X Working With Children Check (Preferred)□ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |