

**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.* |
| **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 |
| **Key experience:** | * No previous experience required however experience with preparing, cooking and serving food is desired |
| **Key Benefits:** | * Make a unique contribution to the community * Rewarding and a sense of accomplishment |
| **Reports to:** | Supervisor |
| **Key requirements for this position:** | □ Statutory Declaration  □ National Criminal History Check  X Working With Children Check (Preferred)  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |