

**VOLUNTEER POSITION DESCRIPTION**

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| **Title:** | **Embracing Ministries Music Program Assistant** |
| **Usual work location:** | Gordon Community Centre, Cranleigh School and Malkara High School, ACT |
| **Cost Centre:** |  |
| **Usual hours of work:** | Programs are held at the below locations and times,Volunteer can assist with one or more programs10- 11.30am Friday at Gordon Community Centre1-2.30pm Friday at Cranleigh School9.30 – 1pm Saturday at Malkara High school During School Terms only |
| **Length of Appointment** | 6 Months- Possible Extension  |
| **Position Objective:** | *To assist with the operation of a music program* The purpose of the position is to assist the coordinator with the running of a music program that is designed to help children that may have a disability develop their communication skills using singing with Auslan sign language and pictures. |
| **Position Responsibilities:** | * To attend an induction, training session prior to commencing
* To assist with singing, changing songs and props
* To help children with their parents or carers get involved and encourage them to sing and us sign language.
* Help with morning tea
* Set up and pack up and be a part of the program
* To ensure there is a positive and enthusiastic environment
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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:** | * Clear, pleasant, relaxed and confident communication skills
* Able to provide energy and enthusiasm to the task
* Musical ability is not required but would be helpful
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| **Key knowledge areas:** | Basic understanding of child development |
| **Key experience:** | * No previous experience required.
* An understanding of disabilities and interacting with parents and young children
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| **Qualifications:** | * No qualifications needed however a desire to build connections and develop relationships with parents and children is desired
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| **Reports to:** | Andrea Horciu |
| **Direct Reports:** | N/A |
| **Key requirements for this position:** | X Statutory DeclarationX National Criminal History CheckX Working With Vulnerable people □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |