

VOLUNTEER POSITION DESCRIPTION

Title:	Little Treasures Volunteer
Usual work location:	
Cost Centre:	
Usual hours of work:	Sunday 15 th to Wednesday 18 th April 8.30am-3.00pm
Length of Appointment	4 days in April School Holidays
Position Objective:	<p><i>To Assist with the operation of a Christian holiday program</i></p> <p>The purpose of the position is to assist children with special needs learn about the Easter story alongside their mainstream peers allowing the program to be totally inclusive to children both with and without special needs.</p>
Position Responsibilities:	<ul style="list-style-type: none"> • To attend an induction and training prior to program commencing • Assisting with teaching and supporting children with and without disabilities in a Christian Holiday program • Assist with set up and pack up • Take time to listen and respond to children and encourage them to get involved • To ensure there is a happy and encouraging environment • To provide support to the coordinator to ensure that the program runs smoothly
Key behaviors:	<p><u>Client Focus</u> <i>Recognises, anticipates and focuses on specific client needs and advocates on behalf of the client.</i></p> <p><u>Flexibility</u> <i>Recognises and responds to unanticipated events and requirements or sudden changes of priority</i></p> <p><u>Interpersonal</u> <i>Establishes cooperative and productive relationships by understanding and responding to the needs of others</i></p>
Key skills:	<ul style="list-style-type: none"> • Clear, pleasant, relaxed and confident communication skills

Key knowledge areas:	Basic understanding of child development would be helpful
Key experience:	Experience with working with children with special needs would be beneficial Experience working with primary school children would be beneficial
Key Benefits:	Making a unique contribution to our organization Build awareness of the Easter Story
Reports to:	Andrea Horciu
Key requirements for this position:	<input checked="" type="checkbox"/> Statutory Declaration <input type="checkbox"/> SafeSelect™ <input checked="" type="checkbox"/> National Criminal History Check <input checked="" type="checkbox"/> Working with Vulnerable People card <input type="checkbox"/> Approved Parking Permit <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____