

## VOLUNTEER POSITION DESCRIPTION

<b>Title:</b>	<b>Spring Christian Holiday Program Volunteer</b>
<b>Usual work location:</b>	The Woden School, 127 Denison Street, Deakin
<b>Cost Centre:</b>	
<b>Usual hours of work:</b>	1 <sup>st</sup> Oct -5 <sup>th</sup> Oct 8.30am-4.30pm
<b>Length of Appointment</b>	5 days in Oct School Holidays
<b>Position Objective:</b>	<i>To Assist with the operation of a Christian holiday program</i>  The purpose of the position is to assist in the running a variety of activities for children and young adults with special needs, intellectual and physical disabilities. We are looking for volunteers to help supervise student mentors and participants in this program.
<b>Position Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To attend an induction and training prior to program commencing</li> <li>• Assisting with teaching and supporting children with and without disabilities in a Christian Holiday program</li> <li>• Assist with set up and pack up</li> <li>• Take time to listen and respond to the young people and encourage them to get involved</li> <li>• To ensure there is a happy and encouraging environment</li> <li>• To provide support to the coordinator to ensure that the program runs smoothly</li> </ul>
<b>Key behaviors:</b>	<p><i><u>Client Focus</u></i> <i>Recognises, anticipates and focuses on specific client needs and advocates on behalf of the client.</i></p> <p><i><u>Flexibility</u></i> <i>Recognises and responds to unanticipated events and requirements or sudden changes of priority</i></p> <p><i><u>Interpersonal</u></i> <i>Establishes cooperative and productive relationships by understanding and responding to the needs</i></p>

	<i>of others</i>
<b>Key skills:</b>	<ul style="list-style-type: none"> <li>• Clear, pleasant, relaxed and confident communication skills</li> </ul>
<b>Key knowledge areas:</b>	Basic understanding of youth work would be helpful
<b>Key experience:</b>	<p>Experience with working with children and youth with special needs would be beneficial</p> <p>Experience working with high school children would be beneficial</p>
<b>Key Benefits:</b>	Making a unique contribution to our organization
<b>Reports to:</b>	Andrea Horciu
<b>Key requirements for this position:</b>	<p>X Statutory Declaration</p> <p><input type="checkbox"/> SafeSelect™</p> <p>X National Criminal History Check</p> <p>X Working with Vulnerable People card</p> <p><input type="checkbox"/> Approved Parking Permit</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Other _____</p>