

**VOLUNTEER POSITION DESCRIPTION**

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| **Title:** | **Embracing Ministries Music Program Assistant** |
| **Usual work location:** | Gordon Community Centre and Malkara School, ACT |
| **Cost Centre:** |  |
| **Usual hours of work:** | Programs are held at the below locations and times  Volunteer can assist with one or more programs  10 - 11.30am Friday at Gordon Community Centre (8 sessions per Term)  9.30 – 1pm Saturday at Malkara High school (6 sessions per Term)  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 |
| **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 * Approaches tasks with energy and enthusiasm * Musical ability is not required but would be helpful |
| **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 |
| **Qualifications:** | * No qualifications needed however a desire to build connections and develop relationships with parents and children is desired |
| **Reports to:** | Andrea |
| **Direct Reports:** | N/A |
| **Key requirements for this position:** | X Volunteer Application form  X Statutory Declaration  X National Criminal History Check  X Working With Vulnerable people  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |