

**VOLUNTEER POSITION DESCRIPTION**

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| **Title:** | **Volunteer in Sibling Care Program** |
| **Usual work location:** | Various locations – around Canberra |
| **Cost Centre:** |  |
| **Usual hours of work:** | Sunday afternoon 3rd Sunday of the month 2pm-5pm |
| **Length of Appointment** | Review after 6 months |
| **Position Objective:** | Sibling Care is a program to support siblings of families who have a child with a disability. The Sibling Care program gives kids aged 6-12 years the chance to relax, have fun and just be kids! Once a month the siblings get to be the special ones and have a break. We organise activities they wouldn't normally get to do like laser tag, movie and pizza nights, picnics, trips to the zoo etc. At the program the children meet others who share a background of disability and they learn they are not alone. They learn that siblings matter too! |
| **Position Responsibilities:** | * To attend an induction training session prior to commencing * To assist with caring for the children when supervising a special activity within the group. * To help children get involved and encourage them to participate with others in the group. * Help with afternoon tea and activities * 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 * Have skills to encourage friendship for children |
| **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 de Vaal Horciu |
| **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |