

POSITION DESCRIPTION: Youth Activities Volunteer

TYPE OF APPOINTMENT: Voluntary

TIME COMMITMENT: As negotiated with the Youth Activities Volunteer Coordinator

Position Objectives:

- Support the Youth Activities Coordinator to deliver youth social, recreation and sports activities for children, young people and young adults in Milang and surrounds
- Support and promote social connection, inclusion and wellbeing amongst children, young people and young adults attending these activities.

Position Specification:

- Support the delivery youth social, recreation and sports activities for children, young people and young adults in Milang and surrounds, as negotiated with the Youth Activities Volunteer Coordinator and the Youth Activities Coordinator. This may include:
 - Assisting with set up and pack down of social, recreation and sporting activities
 - Supporting children, young people and young adults to sign in on arrival
 - Supporting children, young people and young adults in their participation in the activities in a safe, positive and encouraging way
 - Assisting with preparation of food, refreshments and clean up
 - Assist with ensuring the safety of participants at all times
 - Assisting with evaluating the program
- Attend occasional planning meetings as negotiated
- Report any issues or concerns to the Youth Activities Volunteer Coordinator
- Sign the MOSHCC Volunteer timesheet to ensure insurance coverage

Person Specifications:

- Genuine interest in assisting with children, young people and young adults to positively engage with activities, connect with their community, and develop their skills and confidence.

- An ability to work with children, young people and young adults in a way that demonstrates values of and supports diversity and inclusion.
- An ability to use a participatory and empowering approach to service delivery.
- Empathy for children, young people and families that may experience barriers to community participation (support wellbeing and independence).
- Well-developed communication and interpersonal skills with people from diverse backgrounds, ages and ethnicities.
- Patience and a friendly manner.
- Reliability and commitment.
- An ability to work within the specified scope of the role. Volunteers can provide a listening ear to young people and refer to appropriate supports, but it is not within the scope to offer advice on life issues or counsel the young person.
- Ability to contribute to a support team environment alongside the Youth Activities Coordinator, Youth Activities Volunteer Coordinator and other volunteers.
- Willingness to follow established procedures.
- Maintain privacy and confidentiality of participants, their families and colleagues.
- An ability to take responsibility for own safety and observe WHS Policy guidelines, including duty of care and assisting with managing risks involved in activities with children and young people.

Job Conditions:

- Support and supervision will be provided by the Youth Activities Volunteer Coordinator and the Youth Activities Coordinator.
- Volunteers are covered by Volunteer Accident Insurance
- Volunteers will always work alongside a staff member or other volunteer
- Youth activities related expenses to be reimbursed on completion of appropriate paperwork (prior approval must be sought from Youth Activities Volunteer Coordinator).
- Police Check with a positive outcome required
- DCSI Working with Children Check with a positive outcome required
- First Aid is an advantage
- Safe Environments training is an advantage

Benefits:

MILANG & DISTRICT COMMUNITY ASSOCIATION INC.

Volunteers are rewarded by:

- The knowledge that they are making a significant contribution towards enhancing the lives of others in the community, and in building a strong and connected community.
- The opportunity to learn new knowledge and skills
- The opportunity to work within a professional and supportive team

Please read and sign the following:

- I have read, understand and will carry out the role, procedures and regulations as above
- I will maintain participant confidentiality at all times
- I will notify the Youth Activities Volunteer Coordinator if I am unable to fulfil my duties.

Name (please print)

Signature

Date