

Position Description Community Activities Volunteer

1. POSITION DETAILS

Position Title: Community Activities Volunteer
Hours of Work: As per arranged times for activities.

2. POSITION RELATIONSHIPS

Responsible to: Activities Officer

3. POSITION OBJECTIVES

To provide assistance and support to the Community Activities Officer and consumers during social activity groups being held at the Harold Hawthorne Community Centre and at other venues, within a team environment.

4. PRINCIPAL RESPONSIBILITIES

Assist to facilitate group activities, including attending each session and encouraging participation by attendees. Tasks may include:

- **Digital Technology class – Digital Decoders (Mondays)**
 - Under the direction of the Activities Officer, assist with coordination and set up of the planned activity.
Attend the group, welcome new members and run the planned workshop for the day (approx. 1.5hrs). One on one assistance may need to be given to some members out of workshop time, notify and arrange with Community Activities Officer. Assist with clean up and pack away, discuss the plan for the following week.
The approximate time commitment is 9.30am – 11.45am on Monday mornings.
- **Walking group – Walkie Talkies (Thursdays)**
 - Under the direction of the Activities Officer, assist with coordination and set up of the planned activity, morning tea and group discussion items.
Attend the group, welcome new members and walk the designated planned course for the day (approximately 30 minute walk). After the walk, direct members to the Memorial Hall for morning tea and discussion (approximately 30 minutes). Assist with clean up and pack away, and discuss the plan for the following week.
The approximate time commitment is 9.30am – 11.45am on Thursday mornings.

- **Craft / Art Group – Carlisle Crafters (Thursday)**
 - Under the direction of the Activities Officer, assist with coordination and set up of the planned activity and afternoon tea.
Attend the group, welcome new members and assist/instruct planned activity for the day (approximately 2.5hrs). Some members may be doing their own independent project, include these members in friendly conversation. Assist with clean up and pack away, and discuss the plan for the following week.
The approximate time commitment is 9.00 to 11.30am on Thursday mornings.

- **Book Club (Wednesday)**
 - Under the direction of the Activities Officer, assist with coordination and set up of the planned activity and book discussion items. Attend Victoria Park Library to loan and return the chosen book club books. Attend the group, welcome new members and facilitate the meeting. Ensure and encourage participation of all members to give their review and input in discussion. Assist with clean up and pack away, and discuss the plan for the following month.
The approximate time commitment is 12.30pm – 2.30pm monthly – every 4th Wednesday of the Month.

- **Harry’s Happy Wanderers (Fortnightly Tuesdays)**
 - Under the direction of the Activities Officer, assist with the outing.
 - Attend the group, welcome new members and assist with the planned activity for the day.
 - The approximate time commitment is 10:00am – 2:30pm every second Tuesday.

4.3 Other duties

- Set up/pack away for activities as required.
- Light cleaning, such as wiping over tables.
- Take photographs and distribute/collect feedback forms.
- Other duties as required.

5. POSITION REQUIREMENTS

5.1 Essential

- a) A satisfactory Police clearance (less than 3 months old)
- b) Obtain and provide COVID-19 vaccinations as mandated by the Western Australian and Commonwealth Government.
- c) A strong commitment to working with older people and people with disabilities
- d) A caring and compassionate personality with a commitment to enhancing consumers’ independence, dignity and comfort.
- e) The ability to work as a member of a team and autonomously under minimal supervision.
- f) Ensure confidentiality of all information as per the Centre’s confidentiality agreement.
- g) Promote safety by following organisational operational health and safety requirements and guidelines.
- h) Communicate respectfully with all individuals including volunteers, consumer, representatives, employees and the community.
- i) Report to your supervisor any concerns, feedback or clarification on your role.
- j) Contribute to continuous improvement by involvement in meetings, planning days and reporting mechanisms.
- k) Participate in education and training opportunities.
- l) Other duties as requested to ensure the smooth running of all activities on the day.

5.2 Desirable

- a) Previous experience in this field of work.

I (print name) _____

have read, understand and agree to comply with the above position description.

Signature: _____ Date: __ / __ / ____

I have explained and discussed this position description with the above.

Name: _____ Title: _____

Signature: _____ Date: __ / __ / ____