



Woodcroft Morphett Vale Neighbourhood Centre Inc

Volunteer Position Description

Role title	Centre Group Facilitator - Garden Club
Role objectives	To facilitate (plan, implement, and review) Centre Group activities, and maintain communication between the group and Management Committee. The Group Facilitator is the contact person between the group and management and office staff. Two designated Group Facilitators are required for each Centre Group
Reports to	Volunteer Support Officer (VSO) in the first instance, and/or CDO or CDSO (ultimately accountable to Management Committee).
Primary responsibilities and Key Tasks	<ul style="list-style-type: none"> • To facilitate an activity for a Centre Based Group in an area of expertise i.e. gardening) • To facilitate a warm, safe, and welcoming environment for participants • Promote an environment where all members of the community are welcome and accepted • Ensure Work, Health and Safety of participants and volunteers • Collect participant fees • Liaise regularly with the CDO/CDSO and VSO's to update on group activities • To encourage participants to complete Community Engagement Surveys developed by the Centre • Liaise with the media sub-committee for promotion of the group as required
Time Commitment	A commitment to attending / completing essential training is a prerequisite for the role. Where possible, training will be delivered during the normal volunteer hours for the role, but volunteers may be required to attend essential training at other times.
Key working relationships	This position requires good working relationships with both volunteers and staff within the program and across the organisation, and with the participants of the program.
Special requirements	A SAPOL police check is a requirement of the role. Must agree to have two (2) reference checks done prior to being accepted for the role
POSITION SKILLS, KNOWLEDGE, PERSONAL QUALITIES AND TRAINING	
ESSENTIAL Skills, Knowledge, and Personal Qualities	<ul style="list-style-type: none"> ▪ An outgoing and friendly disposition ▪ An ability to interact with people from diverse cultures and backgrounds ▪ Good organizational skills ▪ An understanding of Centre policies and procedures

	<ul style="list-style-type: none"> ▪ Must be non-judgmental, non-discriminatory and conform to the Code of Conduct ▪ Arrange activities/ events / speakers for each session ▪ Reliable and committed to the Centre – volunteers, staff, and participants ▪ Mature and stable with a calm approach to a challenge or crisis ▪ Good communication skills ▪ Clean and neat appearance; dress is neat casual
DESIRABLE Skills, Knowledge, and Personal Qualities	<ul style="list-style-type: none"> ▪ Knowledge of working as part of a team ▪ Awareness of Workplace Health and Safety and the requirements of <i>Equal Opportunity Act</i> and <i>Disability Discrimination Act</i>
Mandatory Training	<p>WMVNC Volunteer Induction All Centre volunteers are required to undertake an induction provided by the Volunteer Coordinator - Recruitment prior to commencing voluntary activities in the Centre's Volunteer Program.</p> <p>WHS Training Requirements All volunteers are required to complete the following WHS training prior to the completion of their Probation period, or as soon as is reasonably practicable:</p> <ul style="list-style-type: none"> • Manual Handling • Incident reporting • Duty of Care <p>Site Induction with Venue Hire Volunteers will be provided with an induction and site orientation visit prior to commencing the volunteer role, ensuring pack-up, clean-up and securing the facility at the end of the sessions is completed</p>
Other Training	<p>Volunteers will be provided with an induction and site orientation prior to the commencing the role.</p> <p>You may be required to do further training from time to time</p>
Performance Management	<ul style="list-style-type: none"> ▪ All new volunteers are subject to a three-month Probationary Period from their start date and will participate in an end of probation interview. ▪ All volunteers must participate in an Annual Catch Up with a Volunteer Support Officer or CDO.
Benefits of the Role	<ul style="list-style-type: none"> ▪ Opportunity to gain and share skills and experience through working as a volunteer ▪ Participation in volunteer recognition events ▪ Training and personal development opportunities ▪ Pre-approved out-of-pockets expenses reimbursed ▪ Personal satisfaction ▪ An opportunity to help people in the community
Challenges of the Role	<p>Possible challenges may include:</p> <ul style="list-style-type: none"> ▪ Monitoring participant numbers ▪ Keeping participants engaged in the group's activities ▪ Monitoring and reporting progress/ issues of probation volunteers through their probationary period ▪ Liaising between participants and Management Committee if working out of Centre office hours

Special Conditions	<ul style="list-style-type: none"> ▪ You must record all volunteered hours into Better Impact (database used). Office computers may be used for this ▪ If the office is open, you must sign in before, and sign out after, each shift (in the attendance book). ▪ You must collect your name badge from the office at the start of your shift and return it when signing out after your shift. ▪ Complete surveys when asked, as these greatly assist with Centre funding. ▪ As per Centre Operating Procedure (<i>OP R&A.04(18) E-Communication</i>), use of mobile phones whilst on shift is not permissible, unless in an emergency. Facebook and computer games are not permitted on the front desk computers.
Green Initiative	<ul style="list-style-type: none"> ▪ Demonstrate responsibility and leadership to visitors, staff and particularly other volunteers on sustainability and environmental issues ▪ Demonstrate leadership in minimizing the generation of waste to landfill through recycling

Centre Group Facilitator - List of Duties

This position is responsible to the Management Committee and the Community Development Officer (CDO).

- Organise monthly activities (guest speakers or excursions) six-monthly and discuss budgetary requirements with the CDO.
- Organise a 'thank you' gift for guest speakers or payment if applicable
- Introduce guest speaker if applicable
- Liaise with group participants and make newcomers feel welcome
- Ensure room/s are set up for activities before attendees arrive
- Collect participant fees (fees to be handed in at reception) and record participant's attendance
- Ensure room is packed up correctly at the end of the session (tables and chairs are wiped down and put away correctly)
- Ensure all crockery etc. is clean and back on trolleys at the end of the session and the urn is switch off (if applicable)
- Floor is swept/ mopped
- **No** rubbish has been left in the rooms

Our Vision and Mission

Vision Statement

The Woodcroft Morphett Vale Neighbourhood Centre aims to enrich the lives of people in our community by providing engagement and learning opportunities in a welcoming environment that embraces diversity and supports green initiatives.

Mission Statement

We achieve this by providing opportunities for people to:

- ❖ participate and connect with others through conversations and new experiences
- ❖ enjoy life-long learning through a range of educational activities
- ❖ enhance commitment to environmental initiatives,

in a friendly, safe and supportive environment.

Further information about the Organisational structure and future direction can be found in the Volunteer Handbook and Strategic Plan.

I have read and understood this Volunteer Position Description (PD) and agree to abide by all the conditions as outlined within it. I understand that this PD may be updated from time to time, and I will be required to sign a new PD within 3 years.

Print Name (Volunteer):

Signed (Volunteer): _____

Date: .. / .. /

OFFICE USE ONLY:

Name (VSO/ CDSO/ CDO/ ADMIN):

Signed (VSO/ CDSO/ CDO/ ADMIN): _____

Date: .. / .. /

Date for Review ... / ... / (Maximum of three years from date of signing)