

Volunteer Position Description

Role Title	PALS – SUPPORT VOLUNTEER
Reports To	PALS Coordinator, Community Development Officer (CDO) or Community Development Support Officer (CDSO) Overall governing body - Management Committee
Time Commitment	3 hours per week minimum during school terms Attendance for occasional school holidays events, if available
Working Environment	Venue Hire room Green Initiatives- sustainable and environmental issues
Key working relationships	Volunteers, staff and families in the community
Role objective	To assist the PALS Project Officer (PALS Coordinator) with the provision of activities for primary aged children.
Primary responsibilities	<ol style="list-style-type: none"> 1. Comply with Centre policies, procedures and guidelines. 2. Attend training, meetings and get-togethers as scheduled. 3. Adhere to and demonstrate the sustainability and environmental requirements of the Centre. 4. Assist the program staff by; <ul style="list-style-type: none"> • Working with the guidance and direction of the PALS Coordinator regarding the program • Providing supervision and support to participants • Identifying and monitoring behavioural concerns and reporting them to the PALS Coordinator in a timely manner

SKILLS, KNOWLEDGE & ATTRIBUTES	
Essential	<p><i>List the skills, knowledge and attributes required for the role, below is an example</i></p> <ul style="list-style-type: none"> • Good communication skills • Ability to work under minimal supervision and manage time effectively • Ability to relate to people from diverse backgrounds • Experience guiding children and youth between the ages of 6 and 12 years • Demonstrated ability to support programs for children and families • Ability to network with other groups • Good organisation skills • Be adaptable and accepting of changes or new requirements, as needed • Ability to maintain confidentiality
Desirable	<ul style="list-style-type: none"> • Ability to manage difficult situations and conversations • Awareness of Workplace and Health & Safety and the requirements of Equal Opportunity Act and Disability Discrimination Act • Awareness of inclusivity and diversity of visitors and their issues • Knowledge of: <ul style="list-style-type: none"> ○ Local community resources ○ Social Justice ○ Customer service practices and principles ○ Child development ○ Mandatory reporting ○ WHS ○ Access and Equity
Mandatory requirements	WWCC screening - Working With Children Clearance check
Training	Child Safe Environment

I have read and understood this Volunteer Position Description (PD) and agree to abide by all the conditions as outlined within it. I also understand that this PD may be updated from time to time with consultation.

Print Name (Volunteer):

Signed (Volunteer): _____

Date: .. / .. /

Title of Position Description	PALS Support Volunteer	
Approved by	Name: Lucy Richardson / Pauline Smith	Date: October 2021
Date Reviewed		