

Volunteer Position Description

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| Role Title | PROGRAM ASSISTANT – BEHIND THE SEAMS |
| Reports To | Facilitator – Behind the Seams Overall governing body - Management Committee |
| Time Commitment | Wednesday 1.00pm– 4.00pm |
| Working Environment | Venue hire room Green Initiatives- sustainable and environmental issues |
| Key working relationships | Facilitator – Behind the Seams Volunteers and General public |
| Role objective | Assist the Facilitator – Behind the Seams, to facilitate a sewing class where basic sewing machine set up and sewing skills and techniques are taught. |
| Primary responsibilities | <ol style="list-style-type: none"> 1. Comply with Centre policies, procedures and guidelines. 2. Assist with the set up and pack up of the room, by Wiping tables and chairs, ensuring sewing machines are in working order and set up and stored appropriately. 3. Ensure integrity of user machines by, Checking the test and tag of attendee machines. 4. Assist attendees with instructions during class. 5. Attend training, meetings and get-togethers as scheduled. 6. Adhere to and demonstrate the sustainability and environmental requirements of the Centre. |

SKILLS, KNOWLEDGE & ATTRIBUTES

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| Essential | <ul style="list-style-type: none"> • Good communication skills • An outgoing and friendly disposition and an ability to interact with people from diverse cultures and backgrounds • Basic sewing skills • Adaptability • Reliable and committed |
| Desirable | <ul style="list-style-type: none"> • 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 |

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| Mandatory requirements | SAPOL – Police Check |

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: .. / .. /

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| Title of Position Description | Program Assistant – Behind the Seams | |
| Approved by | Name: _____ | Date: _____ |
| Date Reviewed | _____ | |