

ALDINGA COMMUNITY CENTRE
OVERVIEW OF DUTIES
FOR
VARIOUS POSITIONS
AT THE CENTRE

Information for the following positions:

- Handyperson
- Gardener
- Community Garden Coordinator
- Computer Instructor
- Coordinator
- Creche Worker
- Course Instructor
- Administration Worker

PLEASE NOTE:

These positions may not necessarily be advertised vacancies.
The information is provided as a reference only.

HANDYPERSON

To act as the A.C.C. handyman.

Duties include:-

- Maintaining A.C.C. equipment.
- Hosing down outside windows.
- Sweeping verandahs.
- Keeping chairs and tables clean and maintained.
- Filling rainwater containers.
- Cleaning skylights.
- Repairs to equipment.
- Installation of new equipment.
- Any other handyman tasks requested.

NB The handyman will not be expected to perform tasks that require trade qualifications.

Information:

- The handyman works under the supervision of the [C.D.O.](#)
- A volunteer information manual is provided .
- Most tools are available at the A.C.C..
- [Tokens](#) are available on request to redeem for current courses run by the A.C.C..

NB The handyman will not be expected to perform tasks that require trade qualifications.

GARDENER

To maintain the car park garden with tools provided.

Duties include:-

- Watering (we have a system that needs connecting to a hose).
- Pruning.
- Weeding-by hand or spray.
- Sweeping up bark chips.
- Disposing of prunings and weeds in provided rubbish bins.
- To be aware of the Centre's occupational health, safety and welfare policies.

Information:

- The volunteer gardener works under the supervision of the [C.D.O.](#)
- [Tokens](#) are available on request to redeem for current courses run by the A.C.C..

COMMUNITY GARDEN COORDINATOR

Role-To be the person responsible for the community

DUTIES INCLUDE:

- Supervision of Gardeners and Community Service personnel assigned to the A.C.C. garden.
- Is to ensure that the garden and fence is well maintained.
- Purchase of materials needed for the A.C.C. garden with prior approval from the C.D.O., will be reimbursed.

Information:

- The Community Garden Coordinator works under the supervision of the C.D. O..
- Tokens are available on request to redeem for current courses run by the A.C. C..
- A volunteer manual is provided.

COMPUTER INSTRUCTOR

To offer computer courses at the Aldinga Community Centre.

Duties include:-Instruction in at least one of the following courses;

- Computing for Beginners, Introduction to excel, Introduction to the Internet for four students in a 5 weeks course using instruction manuals provided by the Centre.
- Collection of course fees.
- Attending computing facility meetings.
- Advising the Community Computing Facility Coordinator of the need to purchase consumables, to carry out repairs on computing equipment of the need for additional equipment/ programmes.
- To staff the computing facility (when rostered) when it is open to the public.

Information:

- [Tokens](#) are available on request to redeem for current courses run by the A. C.C..

COORDINATOR

To act as the A. C. C.'s coordinators of volunteers.

Duties include:

- Recruitment of volunteers.
- Interviewing prospective volunteers.
- Placement of volunteers within the A.C.C..
- Conducting orientation and training meetings for volunteers.
- Preparation of rosters for administration volunteers.
- Evaluate the volunteers performance.
- Recognition of volunteers including the acknowledgement of birthdays, be-reavements, illness, Christmas and Volunteers Day.

Information:

- The Coordinator of volunteers works under the supervision of the C.D.O.
- A volunteer information manual is provided.
- Tokens are available on request to redeem for current courses run by the A.C. C..

CRECHE WORKER

Duties include:

- Provide warm, nurturing, non-judgemental care which ensure a non-sexist, non-racist, non-violent and non-competitive environment.
- Provide appropriate activities for children
- Maintain the cleanliness of the environment and equipment.
- Assist in maintaining safety, health and welfare of each child.
- Welcome parents and child and support them through the separation process.
- Report to the creche coordinator, any damage or lack of cleanliness of equipment or plant in the area of work.
- Accept direction from the creche coordinator.
- Notify the creche coordinator of absence.
- Refer any complaints to the creche coordinator.
- Provide parents with information about their child's visit, keeping in mind confidentially and not talking about other children.
- Ensure parents record their child's arrival and departure. Ensure parents provide information on who will deliver and/or collect their child if they are unable to do so.
- Attend and participate in staff meetings and share professional information acquired through training and workshops.
- Develop and maintain open communication with all the members of staff.
- Be aware of Occupational Health and Safety issues.
- Record all relevant accidents and ensure the accident is reported to parents. Provide Aldinga Community Centre with a record of the accident.
- Help with the provision of first aid as required.
- Maintain punctuality, recording times in the time book.
- Seek and accept feedback and evaluation of work performance.
- Be aware of safety, fire and emergency procedures. Participate in regular fire drills.

Information:

- Volunteer workers must be trained by the Creche Coordinator for a minimum of 3 hours before being able to work alone or for tokens.
- [Tokens](#) are available on request to redeem for current courses run by the A.C.C..

MANDATORY NOTIFIER

Report any suspicion of child abuse-physical, emotional and neglect or sexual to the creche coordinator or, if she/he is not available, ask another mandated notifier (eg Kindergarten Director, Occasional Care Coordinator, Centre Coordinator) to record any suspicions.

COURSE INSTRUCTOR

To provide instruction to Centre users in the course of your choice.

Duties include:-

- Liaison with C.D.O. re. organisational details.
- Formulation of course material.
- Provision of course.
- Collecting roll and float from office a start of each session.
- Setting up instruction area.
- Packing up instruction area.
- Fire Evacuation of your group in the event of an emergency.

Information:

- Course Instructors work under the supervision of the C.D.O.
- A volunteer information manual and group facilitator's information sheet is provided.
- Tokens are available on request to redeem for current courses run by the A.C. C..
- Centre policy states that all course instructors must have the necessary skills and/or qualifications in their area of instruction and that documentary proof must be provided to the C.D.O. to be kept on file at the Centre.

ADMINISTRATION WORKER

To provide clerical support to the C.D.O. in the administration office of the A.C.C.

Please note: Not all duties are expected of every volunteer.

Duties include:

- Reception.
- Answering telephone/message taking.
- Photocopying.
- Word Processing.
- Filing
- Faxing.
- Maintaining correspondence records.
- Statistic keeping.
- Recording attendances.
- Giving information in person and by phone.
- To be aware of the Centre's Occupational Health, Safety and Welfare policies.
- Respect confidentiality.
- Other duties as requested.

Information:

- The administration worker is under the supervision of the [C.D.O.](#)
- A volunteer manual is provided.
- [Tokens](#) are available on request to redeem for current courses run by the A.C.C..
- **Please note:** Not all duties are expected of every volunteer