



ALDINGA COMMUNITY CENTRE

VOLUNTEER SHED COORDINATOR SUPPORT POSITION

DESCRIPTION

Volunteer Shed Coordinator Support

Volunteers play an important role at Aldinga Community Centre through giving their time and skills freely to make a difference in local communities. With over 60 volunteers involved in many different programs, we are committed to providing a rewarding and mutually beneficial volunteering experience. We follow best practice in volunteer management through adopting the Volunteering Australia National Standards.

The Volunteer Position Description is designed to ensure that the aims and objectives of each program are being met, the rights of volunteers and clients are protected, and there is a clear understanding of the activities to be undertaken by the volunteer.

Position Title	Shed Coordinator Support
Section:	Centre Programs
Reports To:	Community Development Officer through Shed Coordinator

Program Purpose	To provide community based leisure and recreational courses to provide the opportunity to learn new skills and build community engagement and social connection.
Volunteer Hours:	Hours: Dependent upon agreed sharing of hours between two positions
Days:	Monday to Thursday 12.00 to 4.00 shared
Times:	Monday to Thursday 12pm to 4pm (30 minute break)
Purpose:	To provide support to Community Shed Coordinator in the delivery of quality programs and the administration of the Shed

Responsibilities	<ul style="list-style-type: none"> ▪ Provide administrative support to the Coordinator in the development and application of systems and administrative processes. ▪ To provide training to shed volunteers and participants to ensure they are fit to use all machinery. ▪ Support the application and compliance with asset management and machine maintenance. ▪ Ensure all volunteers and participants are inducted to the shed. ▪ Provide support to the coordinator in ensuring all Work, Health and Safety requirements are met and complied with. ▪ Provide supervision to all volunteers and participants in the daily operations of the Shed. ▪ Provide supervision of volunteers in the Shed ▪ Maintain a safe working environment. ▪ Adhere to all Safe Work Procedures. ▪ Provide support to providers of programs in the Shed. ▪ Assist in providing data and statistics to the Board as required. ▪ Support the coordinator in ensuring compliance with Centre policies and procedures with respect to Equity and Diversity and Work, Health and Safety and Injury Management. ▪ Work within the guidelines of this Position Description and adhere to all policies, procedures and guide lines pertaining to the volunteer role, in
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	<p>particular the Volunteer Management Procedure, Volunteer Work Agreement and the Volunteer Code of Conduct.</p> <ul style="list-style-type: none"> ▪ Willingness to attend regular training and other meetings for volunteers. Other duties as requested by the Community Development Officer.¹⁹
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Key Attributes:	<ul style="list-style-type: none"> ▪ To work as a team member ▪ National Police Certificate
<i>Knowledge</i>	<ul style="list-style-type: none"> ▪ Knowledge of customer service principles and practices. ▪ Knowledge of machinery and equipment used in the delivery of Community Shed programs. ▪ Knowledge of safe lifting/manual handling techniques. ▪ Knowledge of all Centre Policies, Procedures and Safe Work Procedures.
<i>Skills & Abilities</i>	<ul style="list-style-type: none"> ▪ Ability to participate positively in a team environment. ▪ Ability to relate to people from diverse backgrounds. ▪ Ability to work in a team environment.
<i>Experience</i>	Not Required

Qualifications:	Not Required
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Training:	<ul style="list-style-type: none"> ▪ Volunteers will be provided with an induction, induction kit and site orientation visit. ▪ Ongoing training as determined by the Community Development Officer or Volunteer Co-ordinator.
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Benefits:	<ul style="list-style-type: none"> ▪ Opportunity to gain skills and experience through working as a volunteer with Aldinga Community Centre. ▪ Participation in volunteer recognition events. ▪ Training and personal development opportunities. ▪ Personal Accident Insurance coverage for volunteers registered with the Centre. ▪ Personal satisfaction.
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This position description accurately reflects the responsibilities, duties, skill requirements and training needs for the position.

This position description reflecting the responsibilities, duties and skill requirements for the position, has been read, understood and agreed to by volunteer.

Name of Volunteer	
Signature	
Date	

Centre Representative Name	
Signature	
Date	