



# ALDINGA COMMUNITY CENTRE

## VOLUNTEER SHED TEAM LEADER POSITION DESCRIPTION

### Volunteer Team Leader Wood Turning

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.

<b>Position Title</b>	Shed Team Leader – Wood Turning
<b>Section:</b>	Centre Programs
<b>Reports To:</b>	Community Development Officer

<b>Program Purpose</b>	To provide community based leisure and recreational courses to provide the opportunity to learn new skills and build community engagement and social connection.
<b>Volunteer Hours:</b>	7.5 hours
<b>Days:</b>	Wednesday
<b>Times:</b>	8pm to 4pm (30 minute break)
<b>Purpose:</b>	To assess the individual needs of people to deliver quality training and support to participants in a professional manner.

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Assist in establishing goals, objectives and outcomes for shed projects.</li> <li>▪ Provide appropriate training to meet individual client needs.</li> <li>▪ Provide appropriate training on machinery and in use of tools and equipment.</li> <li>▪ Maintain good customer service standards and principles.</li> <li>▪ Maintain a confidential environment.</li> <li>▪ Maintain a safe working environment.</li> <li>▪ Adhere to all Safe Work Procedures.</li> <li>▪ Compliance with Centre policies and procedures with respect to Equity and Diversity and Work, Health and Safety and Injury Management.</li> <li>▪ Work within the guidelines of this Position Description and adhere to all policies, procedures and guide lines pertaining to the volunteer role, in particular the Volunteer Management Procedure, Volunteer Work Agreement and the Volunteer Code of Conduct.</li> <li>▪ Willingness to attend regular training and other meetings for volunteers.</li> </ul> <p>Other duties as requested by the Community Development Officer.19</p>
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<b>Key Attributes:</b>	<ul style="list-style-type: none"> <li>▪ To work as a team member</li> <li>▪ National Police Certificate</li> <li>▪ Willingness to actively promote the Centre and all its services</li> </ul>
<i>Knowledge</i>	<ul style="list-style-type: none"> <li>▪ Knowledge of customer service principles and practices.</li> <li>▪ Knowledge of the program type that is being delivered.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Knowledge of in use of tools and machinery appropriate for program.</li> <li>▪ Knowledge of team based working environments.</li> <li>▪ Knowledge of safe lifting/manual handling techniques.</li> <li>▪ Knowledge of Work, Health and Safety in the shed environment</li> </ul>
<i>Skills &amp; Abilities</i>	<ul style="list-style-type: none"> <li>▪ Good communication skills.</li> <li>▪ Ability to work under minimal supervision.</li> <li>▪ Ability to participate positively in a team environment.</li> <li>▪ Ability to relate to people from diverse backgrounds.</li> <li>▪ Ability to competently and safely use shed equipment and tools.</li> <li>▪ Ability to assist with problem solving and decision making.</li> <li>▪ Ability to work under minimal supervision and manage time effectively.</li> <li>▪ Awareness of Safety matters and the requirements of Work, Health and Safety, Equal Opportunity Act and Disability Discrimination Act.</li> <li>▪ Understand and maintain confidentiality.</li> <li>▪ Ability to apply Work, Health and Safety to the work environment</li> <li>▪ Sound understanding of reporting requirements for incidents, accidents and near misses</li> <li>▪ Ability to provide training and make assessments about the appropriateness of the use of machinery, equipment and tools by participants.</li> </ul>
<i>Experience</i>	<ul style="list-style-type: none"> <li>▪ Working with people from diverse backgrounds</li> <li>▪ Working with program related equipment and machinery.</li> <li>▪ Apply Work, Health and Safety principle in the work place</li> </ul>

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

<b>Name of Volunteer</b>	
<b>Signature</b>	

<b>Date</b>	
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<b>Centre Representative Name</b>	
<b>Signature</b>	
<b>Date</b>	