

Volunteer position	Program	Team	Reporting to
Justice of the Peace	Community & Culture	City Lifestyle	Library Coordinator

City of Adelaide's volunteer program

Activities of Adelaide City Council's Volunteer Program contribute to delivery of the City of Adelaide 2016 - 2020 Strategic Plan.

Volunteering is highly valued in the City of Adelaide with volunteer activities contributing significantly to the positive experiences of residents, businesses, visitors, and students.

Volunteer vision

Volunteers will be given the opportunity to share their passions, abilities and skills in meaningful ways that strengthen community capacity.

Activities of City of Adelaide's Volunteer Program create a sense of belonging, enable creative expression, promote social inclusion, challenge inequity, encourage sustainable practices, and promote wellbeing in City Communities.

Brief description of the role

Justices of the Peace volunteers add to Council's customer service initiatives by providing support to the city community in exercising their legal powers to witness and sign various documents.

Tasks

A Justice of the Peace (JP) is a volunteer who is able to:

- Witness the signing of documents, such as affidavits and statutory declarations
- Certify copies of documents
- Some of these documents may be required in court proceedings, while others may be needed for people to access benefits, or meet legal responsibilities

Essential & desirable skills, knowledge & personal qualities

Essential

- Excellent customer service and able to communicate with people from diverse backgrounds
- Able to work as a team member and individually as required
- Current certificate of appointment as a Justice of the Peace from the Attorney-General's Department, Government of South Australia.

Training, induction and time commitment

Training & Induction

All volunteers must participate in the City of Adelaide's:

- Volunteer generic induction
- Site specific induction (inclusive of manual handling training and operating procedures where necessary)
- Completion of the online Workplace Health and Safety module

- Attend training provided by the Volunteer Supervisor to maintain or develop skills relevant to the role or as suggested by the Attorney Generals Department

Time Commitment

Justices of the Peace may choose their roster days in consultation with the centre coordinator and will need to be available within a specified timeslot on agreed days.

Additional requirements

- All council volunteers are required to have a satisfactory current Working with Children Check. This will be provided and updated every 5 years by Adelaide City Council
- Comply with all Council policies and procedures outlined in the Volunteer Handbook
- Adhere to all Work Health and Safety instructions and advice provided
- Where required, uniforms and personal protective equipment will be provided by Adelaide City Council to be worn whilst on duty

Benefits

Adelaide City Council volunteers are eligible for the following entitlements and benefits

- A MetroCard for use on public transport for travelling to and from the place of volunteering
- Discounts for our City of Adelaide businesses
- Access to free and confidential 24/7 counselling services via the Employee Assistance Program
- Membership with the Adelaide City Council Social Club (a fee applies)
- A voucher for selected Council UPark’s when public transport is not a suitable option for travel to and from volunteer shifts
- Reimbursement of pre-approved work-related telephone and travel costs where appropriate

I have read, understood and agree to abide by the conditions set out in this Volunteer Role Statement.

	Print name	Signature	Date
Volunteer			
Volunteer Coordinator			

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Our Values



-  **ACHIEVEMENT**
-  **COLLABORATION**
-  **CUSTOMER COMMITMENT**
-  **INTEGRITY**
-  **INNOVATION**

Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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