

Volunteer position	Program	Team	Reporting to
Talk with a Local Volunteer	Talk with a Local	Community Wellbeing	Project Officer, Community Wellbeing

City of Adelaide's volunteer program

Activities of City of Adelaide's (CoA) Volunteer Program contribute to delivery of the CoA 2020-2024 Strategic Plan.

Volunteering is highly valued in the CoA 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 CoA'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

A Volunteer with 'Talk with a Local' meets weekly with an international student for conversation. This will assist the student to improve their English conversation skills. Having a connection with a local person will also build the students community connection, sense of belonging and improve their local and cultural knowledge.

International students come to Adelaide to study, from over 100 countries. This program aims to foster community connection to help them 'find their feet' and overcome some of the challenges of being in a new country.

Tasks

As a volunteer with 'Talk with a Local' you will

- Meet weekly, with an international student for a chat/informal conversation.
- Be able to commit to a semester, or 6 months with a student.
- Meet in person at a mutually agreed public space (a library, or café etc) or online.
- Be willing to discuss topics and questions the student may have about local culture and customs.
- Record dates and times of visit via the My Impact TimeClock system.
- Report difficulties, issues, or concerns to the Program Coordinator in a timely manner.
- Complete a survey to contribute to program evaluation.

Essential & desirable skills, knowledge & personal qualities

Essential

- Able to communicate with people from diverse backgrounds.
- A curiosity or interest in other cultures.
- Australian local who can help decipher slang and pronunciation.
- Reliable and friendly.
- 18 years of age or older.
- Ability and willingness to use the online My Impact volunteering platform.

Training, induction, and time commitment

Training & Induction

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

- An information session for Talk with a Local volunteers
- Volunteer generic induction
- 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

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
- Create and maintain an online My Impact volunteering profile with CoA
- 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			

In the case of the volunteer being under 18 years of age, a parent or authorised guardian must provide consent by signing this document as well as the volunteer, have read and agreed to CoA's policies and procedures including the Code of Conduct and the applicable volunteer role description.

As the parent or guardian please confirm that you have:

Read and agreed to CoA's policies and procedures including the Code of Conduct *please tick*

Read the requirements of the volunteer role description *please tick*

Parent's / Guardian's full name:

Signed: Dated:

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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