

Volunteer position	Program	Team	Reporting to
Events facilitator	Community & Culture	Well-being	Coordinator, Box Factory

## City of Adelaide's volunteer program

Activities of City of Adelaide's Volunteer Program contribute to delivery of the City of Adelaide 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

To organise an activity session for local residents (i.e. craft, games, fitness, discussion, cooking, films etc), based on identified interest in the community.

## Tasks

- To plan the session and engage help where necessary
- Assist with promotion and purchasing of necessary equipment
- Liaise with BFCC Coordinator or Support Coordinator
- Instruct participants in required Work Health Safety practices and ensure adherence to these
- Evaluate the session and modify to improve future sessions

## Essential & desirable skills, knowledge & personal qualities

### Essential

- Able to work as a team member and individually
- Experience in the activity undertaken and/or ability to engage help of someone who has experience
- Confidence in speaking and directing groups of people
- Friendly and able to relate well to people of any age, social or cultural background
- Reliable and punctual
- Display discretion

## Training, induction and time commitment

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

Time Commitment

Negotiable within opening hours: 4.00 pm to 9.00 pm weekdays, or 10.00 am to 3.00 pm Saturdays.

### Additional requirements

- All council volunteers are required to have a satisfactory current National Criminal History Clearance. This will be provided and updated every 3 years by City of Adelaide
- 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 City of Adelaide to be worn whilst on duty

### Benefits

City of Adelaide 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
- Staff discounts and benefits under the employee 'WRAP' (Work, Recreation and Play) program
- Access to free and confidential 24/7 counselling services via the Employee Assistance Program
- Membership with the City of Adelaide Social Club (a fee applies)
- A voucher for selected Council UPark's during volunteer shift when public transport is not a suitable option
- 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



[www.cityofadelaide.com.au](http://www.cityofadelaide.com.au)