

## Position Description Program Volunteer

### Position Overview

Position Title:	Program Volunteer
Reports To:	Volunteer Manager (NSW, NT, SA, WA) / Volunteer Coordinator (ACT, QLD, VIC)
Department:	People and Culture
Direct Reports:	Nil
Position Overview:	<p>Work with Australian Kookaburra Kids (AKKF) team to actively engage with and support young people on program.</p> <p>Programs may include face to face activities such as Activity days, Camps, and 'Connect' sessions (online).</p>

### Key responsibilities across all AKKF Programs:

Key Area	Key Responsibilities
Engagement with Young people	<ul style="list-style-type: none"> <li>• Actively engage with AKKF young people on whilst on Program.</li> <li>• Communicate with and support young people whilst on Program, building a relationship of trust.</li> <li>• Participate in Program activities, assisting young people as needed.</li> <li>• Support and follow the directions of the Program Coordinators and Program Assistants in delivering program activities.</li> <li>• Maintain confidentiality of a young person's personal details.</li> <li>• Maintain confidentiality of your own personal details, adhere to AKKF boundaries across all Programs in relation to engaging with young people whilst volunteering with AKKF.</li> <li>• Report on any concerns relating to child protection to the Program Coordinator, Program Assistant, or another staff member as soon as practicable.</li> <li>• Assist with organising young people where required and relevant to the Program.</li> <li>• With appropriate training administer medication to young people on Camps.</li> <li>• With appropriate training conduct Mental Health chat groups on Camps and Activity Days.</li> <li>• Providing short notes on young people in their group on Camps.</li> </ul>
Work Health and Safety (WHS)	<ul style="list-style-type: none"> <li>• Work with the AKKF team to ensure the young people are in a safe environment and acting safely.</li> <li>• Report any WHS concerns to the Program Coordinator or Program Assistant whilst on an Activity Day or Camp.</li> <li>• Follow all WHS directions whilst on the program, including any equipment requirements.</li> <li>• When Hosting a Connect session ensure any concerns are reported.</li> </ul>
Other duties	<ul style="list-style-type: none"> <li>• Participate in training and briefing sessions as required.</li> <li>• Follow all guidelines and standards of AKKF.</li> </ul>

## Person specifications and Key Selection Criteria

Essential Criteria	
Qualifications	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
Experience, Knowledge and Skills	<ul style="list-style-type: none"> <li>• Ability to engage and build trust with diverse groups of young people.</li> <li>• Effective communication and interpersonal skills, with the ability to build positive relationships with young people, volunteers and staff.</li> <li>• Resilience and a positive attitude.</li> <li>• Team player - Works cohesively with AKKF staff and volunteers in a united 'one team – one mission' approach.</li> <li>• Acts with compassion and sensitivity towards people impacted by mental illness, consistent with AKKF core values.</li> <li>• Organised and reliable.</li> <li>• Have a supportive and non-judgemental approach.</li> </ul>
Personal	<ul style="list-style-type: none"> <li>• Maintain a current satisfactory check for working with young people, as per the relevant state/territory legislation.</li> <li>• Maintain a current and satisfactory National Police Check.</li> <li>• Maintain eligibility to work in Australia.</li> <li>• Reasonable level of physical fitness &amp; mobility (able to participate in a wide range of activities for the duration of the program)</li> <li>• Ability to volunteer before and after hours (including weekends and evenings) as required.</li> <li>• <b>Camp</b> - comfortable with and agree to sharing a cabin with young people.</li> <li>• <b>Camp</b> – comfortable and confident after training to administer medication to young people.</li> <li>• <b>Connect</b> – a strong Wi-Fi connection and private space to engage with Connect.</li> </ul>
Desirable Criteria	
<ul style="list-style-type: none"> <li>• Previous experience working or volunteering with young people.</li> </ul>	

### Workplace Policies and Procedures

It is expected all AKKF team members are familiar with and perform their duties in line with AKKF's values, relevant code of conduct, policies and procedures, professional standards and legislative requirements.

### Work Health and Safety

All AKKF team members are required to take reasonable care for their own health and safety, and that of others in the workplace. That their actions or omissions do not affect the health and safety of themselves or others in the work environment, and comply with all health and safety legislative requirements, policies and procedures as amended from time-to-time.

### Review

No position description can capture the complexity of tasks within AKKF. Therefore, this position description should not be seen as limiting. Some flexibility is required when using this position description, as there may be other tasks, not described above, that may be given to this position from time-to-time. Position descriptions also evolve and change over time, AKKF will revise and amend position descriptions as required.