



Volunteer Role Statement

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Last Updated:	6 th June 2017
Form Ownership:	Community Development Officer
Relevant Policy/Act:	HRPR 03 Volunteer Management Procedure

A role statement is designed to clarify the purpose of the role, the duties involved and the skills required. It assists with the selection of the right person for the job. Volunteers need to work within these guidelines to meet corporate policy, OHS&W and other legislated responsibilities.

TITLE	Youth on Wheels Driving Mentor
STATUS	Volunteer
DEPARTMENT/DIVISION	Finance and Community services
DIVISION	Community Services
LOCATION	Mount Gambier and District
HOURS	2 x 1 Hour Sessions per week
POSITION OBJECTIVE	Volunteer driving mentors partner with disadvantaged young people in order to complete their mandatory supervised driving hours to achieve a provisional licence (P1).

DUTIES

- Pick up and return YOW vehicle at Council office for sessions
- Supervise learner drivers for 2 one hour sessions per week, or as agreed
- Act as a mentor for young people on the program
- Accurately complete all driving sheets and other documentation
- Provide regular feedback to the Supervisor regarding volunteering role, participant and/or vehicle to Supervisor to action
- Collect session payments from participants and report to Council
- Have a blood alcohol concentration of 0.00 at all times whilst supervising
- Maintain a professional level of engagement with clients at all times, contact limited to communication about the program only, no social contact at any time.
- Preserve confidentiality of participants and Council business

ROLE REQUIREMENTS: KNOWLEDGE, SKILLS, EXPERIENCE AND/OR QUALIFICATIONS

SKILLS

- Ability to pass an external driving competency test
- Good communication and interpersonal skills, especially in working with young people
- Ability to work independently

KNOWLEDGE

- Knowledge of safe manual handling practices
- Good understanding of Australian Road Rules and road safety
- Understanding of the process for obtaining a Provisional Licence

EXPERIENCE/QUALIFICATIONS

- National Police Check
- Department of Communities and Social Inclusion Clearance
- Full Australian drivers licence for 2 years

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DESIRED PERSONAL ATTRIBUTES

- Organised, uses initiative and has good communication skills, punctual
- Ability to work alone and as part of wider Council team
- Be over 25 years of age

TRAINING (COSTS COVERED BY COUNCIL)

- Corporate Council and YOW induction
- Professional driving lesson prior to commencement
- 1 day Child Safe Environment Training
- 3 Hour refresher Course
- Further training and development in order to maintain the skills required to undertake the role
- Undertake training in Work Instructions, Standard Operating Procedures and/or Safe Work Procedures in the use of relevant tasks as required by OHS&W regulations

OHSW RESPONSIBILITIES

- Observe and comply with all health and safety policies and procedures within the District Council of Grant including all safe operating procedures or instructions
- Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above

SPECIAL CONDITIONS

- Participate in work performance reviews
- Provide a current satisfactory National Police Certificate prior to starting and every three years thereafter
- Fulfil requirements set out within the policy for Protecting Children & Other Vulnerable People including reporting any signs of abuse or neglect to the Department for Communities and Social Inclusion
- Comply with the corporate values and behaviours
- Comply with this Role Statement, Volunteer Agreement and all Council policies and procedures

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AGREEMENT

This role statement accurately reflects the responsibilities, duties and skill requirements for the position, and has met corporate requirements for the identification of OHSW hazards.

Signature	
Name	
Date	
Position	Volunteer Driving Mentor
Signature	
Name	
Date	
Position	Community Development Officer
Signature	
Name	
Date	
Position	Manager Organisational Development