

# VOLUNTEER POSITION DESCRIPTION



<b>Position Title:</b>	FReeZA Youth Committee Volunteer
<b>Directorate:</b>	Community Services
<b>Department:</b>	Community Wellbeing
<b>Location of Position:</b>	Various locations around Greater Dandenong
<b>Time commitment:</b>	Meeting - every Thursday during school term 4.30pm – 6.30pm Event – various dates and time
<b>Reports to:</b>	Youth and Family Services Staff

## Objective

The FReeZA program provides opportunities for young people aged 12-25 across metropolitan, regional and rural Victoria to plan and deliver festivals and events in their local communities.

## Program Overview

The FReeZA program allows young people to plan, stage and participate in a diverse range of artistic, cultural and recreational activities that are drug, alcohol and smoke free, in supervised and safe venues.

## Key responsibilities

As a FReeZA Youth Committee member, you will:

- Plan and deliver drug, alcohol and smoke free festivals and events in the local community
- Support local musicians, artists and performers
- Learn about planning, developing and managing events
- Get to know-how in areas like event management, artist liaison, stage management and technical production
- Gain valuable hands-on music industry experience.

## Skills, experience and other requirements

- Punctual and reliable
- Respect for our diverse community
- Respect in all interactions
- Ability to work as part of a team and independently
- Good communication skills
- Ability to take direction from staff

- Maintain confidentiality
- Satisfactory police check - at Council expense (over 18 year old)
- Current Working with Children Check – at no cost (over 18 year old)
- Adhere to the Occupational Health and Safety practices.

### **Organisational Requirements**

- A committed volunteer, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Adhere to Council's occupational health, safety and return to work (RTW) policies and procedures and participate in health and safety training programs and initiatives.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.

The following general physical and functional requirements may apply to this position:

- Manual handling tasks eg lifting and carrying
- Prolonged periods of sitting / standing
- Long / short distance travel.

### **Volunteer Insurance**

- Everyone is covered by Medicare.
- Many people have their own additional private cover and/or their pension benefits.
- In addition, Council has Personal Accident Insurance for registered volunteers.
- Council's insurances do not cover individuals' private vehicles. We trust that volunteers' vehicles are comprehensively insured. Volunteers will be liable for any fines incurred whilst driving their own vehicle.

### **Support/training**

Your first line of support is the staff at Youth and Family Services, followed by the Volunteer Program.

A thorough induction will be provided by Youth and Family Services staff through the FReeZA meeting.

In addition, volunteers are offered access to a minimum of four training sessions throughout the year on a variety of topics which have been approved as applicable to volunteering roles within Council.

Two formal volunteer recognition events will be held annually.

### **Other comments**

Any parking or speeding fines are the volunteer's responsibility.

A satisfactory police check is essential for over 18 year olds (Council will cover cost for this check).

In addition, if you are over 18, you will be required to complete a Working with Children Check. There is no charge for having a Working with Children Check processed. The application is completed on-line via the Department of Justice website. Full instructions will be provided by the Youth Services Program staff, followed by the Volunteer Program staff.

### **Council Contacts**

Youth and Family Services

Phone: 9793 2155

Email: [youthservices@cgd.vic.gov.au](mailto:youthservices@cgd.vic.gov.au)

Facebook: [cgdyouthservices](https://www.facebook.com/cgd.youthservices)

Instagram: [greaterdandenongyouthservices](https://www.instagram.com/greaterdandenongyouthservices)

Council Volunteer Program

Email: [VolunteersProgram@cgd.vic.gov.au](mailto:VolunteersProgram@cgd.vic.gov.au)

Website: [www.greaterdandenong.com](http://www.greaterdandenong.com)

Phone numbers: 8571 5335 / 0408 579 587

### **Values**

At the City of Greater Dandenong we have adopted a set of values we call 'REACH' which define who we are and how we interact with each other and our community. REACH stands for:

**R**espectful

**E**ngaged

**A**ccountable

**C**reative

**H**onest

# GREATER DANDENONG

## AN ORGANISATION OF EXCEPTIONAL CHARACTER



- We **respect** and care about our community, each other and ourselves.
- We act with **integrity** at all times and in all matters.
- We take time to **listen** to and seek to understand the other point of view.
- We strive to understand and respect the **diversity** of our community and our workplace.
- We understand **our role** in the community and **respect** the responsibility that comes with it.



- We **listen** to our community and respond.
- We **work together** with our community and each other, to achieve the best outcome.
- We have the **confidence** to **challenge** the status quo, to reach for better outcomes.
- We are **action-oriented** in identifying and responding to new challenges.



- We are **proud** of our city, our community and our achievements.
- We spend our time and effort on **solutions** rather than looking for someone to blame.
- We take **responsibility** for our actions.



- We **care** about getting the best outcomes.
- We constantly ask: *What's the **future** and **what's possible**?*
- We have the **courage** to try new ideas.
- We strive for **excellence** in everything we do.



- We tell the **truth**, even when we know people may not want to hear it.
- We form our opinions and give advice from sound, **evidence based** research.
- We act with humility and apply the **highest standards** of ethical behavior to everything we do.

