

# Volunteer Role Description

<b>Position title</b>	Assistant Night Manager. Night Owl Youth Program.
<b>Organisation name</b>	Knox City Council
<b>Our values</b>	<p><b>Integrity:</b> Adherence to moral and ethical principles; being honest and trustworthy, and being authentic.</p> <p><b>Teamwork:</b> Cooperative or coordinated effort on the part of a group of people acting together in the interests of a common cause.</p> <p><b>Innovation:</b> A change that adds value.</p> <p><b>Service Excellence:</b> Quality work performed for or on behalf of others.</p> <p><b>Enjoying Work:</b> Achieving satisfaction and a sense of wellbeing from work</p>
<b>Location of position</b>	Carrington Park Leisure Centre , Knoxfield
<b>Wheelchair accessible:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Start date</b>	During Term dates as advertised
<b>End date (if short-term assignment)</b>	During Term dates as advertised
<b>Hours and days required per week (if applicable)</b>	6 pm to 10.30 pm, Friday evenings.  Some tasks may need to be done outside of the program activity times.
<b>Reports to</b>	Program Night Manager - The Knox City Council staff member attending
<b>Role objective</b>	The role of the Assistant Night Manager is to provide assistance to the Program Night Manager in overseeing all aspects of the night's program to ensure the smooth and safe delivery of the program.  The program participants are local young people 12-18 years old who may be disengaged, at risk or isolated. The program activities include sharing a meal, a rotation of 3 x 30 minute activities and 1 x 30 minute Life Skills workshop with safe transport home by minibus provided for those needing this.

	<p>A greater level of healthy socialisation and connection with other young people and adult mentors, increased confidence and self-esteem, learning life skills, increased fitness and having fun, and improved positive behavior are the program outcomes.</p>
<p><b>Key responsibilities</b></p>	<p>The key responsibility of the Assistant Night Manager is to support the Program Night Manager to ensure the program activities are inclusive, fun, respectful and safe, and proper processes are being followed.</p> <p>The Assistant Night Manager will work closely with the Program Night Manager, seek their advice and guidance if required and alert them to any issues.</p> <p><b>OHS, Risk Management, Equal Opportunity, Child Safe Standards and Charter of Human Rights</b></p> <ul style="list-style-type: none"> <li>- Adhere to policies and procedures to minimise injury and damage to assets and property.</li> <li>- Adhere to Council’s Health and Safety, equal opportunity and risk management policies, plans and procedures as well as act in accordance with the Charter of Human Rights.</li> <li>- Actively participate in reporting matters of health, safety and Council asset damage.</li> <li>- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.</li> <li>- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions.</li> <li>- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements; and</li> <li>- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the requirements and responsibilities outlined in legislation, including the Child Safe Standards, Reportable Conduct Scheme and Council’s Child Safe Policy and Procedures.</li> </ul>
<p><b>Key tasks</b></p>	<p>The Assistant Night Manager key tasks include:</p> <ul style="list-style-type: none"> <li>- Managing entrance door and ensuring sign in sheets are out and that all volunteers and participants have signed in</li> <li>- Ensuring participants have noted if being collected or requiring transport home</li> <li>- Managing a secure space for storage of participant and volunteer bags</li> <li>- Provide list of participants requiring bus transport home to Transport Coordinator</li> </ul>

	<ul style="list-style-type: none"> <li>- Manage the departure of participants, check off all participants, and ensure all parents collecting come into building, check off bus passengers</li> <li>- Keep the activities of the night to time according to the program agenda</li> <li>- Filling in for Program Night Manager if required</li> </ul>
<b>Essential skills knowledge and personal qualities</b>	<ul style="list-style-type: none"> <li>- Be able to communicate effectively with both young people and adults and have the ability to deal with situations as they arise.</li> <li>- Excellent organisational skills with attention to detail.</li> <li>- Event or function management experience.</li> </ul>
<b>Desirable skills knowledge and personal qualities</b>	
<b>Mandatory training</b>	<ul style="list-style-type: none"> <li>- Volunteers are required to participate in the program’s induction and orientation program.</li> <li>- All Council volunteers are required to undertake training via a choice of either eLearning / Face to Face / or through the Volunteer Handbook with reference to workplace behaviours and the child safe standards.</li> </ul>
<b>Optional training</b>	There may also be opportunities to access personal development to support your current or future desired volunteer roles
<b>Benefits for the volunteer</b>	<p>This position provides an opportunity to give back, gain a sense of satisfaction, achievement and pride by making a real contribution to the community including the increased health and wellbeing of local young people in need.</p> <p>By volunteering with a range of people in a team environment, this is a great way to meet new people, make new friendships, have social interaction and connect with others in the Knox community.</p> <p>The opportunity to utilise, share and develop your skills, and learn new skills increases personal self-esteem and confidence.</p> <p>The volunteering experience often assists in advancing your career or in seeking future employment opportunities. Volunteering in the Night Owl Youth Program will also bring fun and fulfillment to your Friday nights!</p>
<b>Other requirements of the role</b>	
<input checked="" type="checkbox"/> <b>Police check</b>	

- Working with Children's check**
- Reference checks**
- Medical check**
- Any other special conditions (please describe – e.g. driver's license)**
- Probationary period**

### Physical requirements of the role

The inherent physical requirements of the role are listed below. These requirements are generally considered typical for this and similar roles, however the list is not intended to be exhaustive. Within reason, and subject to Council's obligations under legislation, it is expected that a person conducting this type of work will have the physical capacity to perform the genuine, reasonable and inherent tasks of the role.

Inherent Physical Requirements of the Role			
Task	Frequency*	Task	Frequency
Climbing	Occasional	Reaching	Occasional
Sitting	Frequent	Balancing	Occasional
Kneeling	Occasional	Twisting	Occasional
Squatting	Occasional	Walking	Frequent
Bending	Occasional	Lifting/Carrying	Occasional
Standing	Frequent	Tactile Sense	Occasional
Pulling	Occasional	Hearing	Constant
Pushing	Occasional	Fine Motor Skills	Occasional
Grasping	Occasional	Visual Acuity (colour, depth perception and field of vision.	Constant

*Frequency Description	Occasional	Frequent	Constant
	0% – 33%	34% - 66%	67% - 100%

**Volunteer manager signature**

**Volunteer signature**

**Date**

**Date of PD review**

Click or tap to enter a date.