

Volunteer Position Description

| | |
|-----------------|-----------------------------------|
| Program | Community Transport |
| Volunteer Title | Community Bus Assistant Volunteer |
| Reporting to | Community Transport Coordinator |

Purpose: The Community Transport offers transport to Community Restaurant. Volunteers assist clients while being transported to the Community Restaurant on Fridays and Tuesdays. The main purpose of this role is to assist the bus driver and clients to have safe trip to the restaurant and back home.

Role Responsibilities

- Assist the bus driver to and from the Mosman Council Community Restaurant
- Assist the bus driver to make sure everyone on the day's manifest has been picked up and dropped off safely
- Make sure each client understands the day's schedule and assist them as necessary.
- Provide feedback on trips to the Transport Coordinator.
- Accompany clients at all times as far as practically possible.
- Record Volunteer hours as instructed.

Qualifications

- Physically active as this role involves some amount of walking and getting on and off the bus frequently
- Role also involves assisting with walkers clients may bring
- Social skills and commitment.
- Sensitive to the needs of older people

Benefits

- Learn new skills.
- Be socially active by meeting people and making new friends.
- Participate in the available training and workshops for volunteers.

Background Checks National Police check and Reference check

Commitment Minimum 3 months

Scheduling Every Friday 11 a.m. to 3 p.m.
Some Tuesdays (depending upon requirement) time as above

Volunteer Role Location Senior Centre at Mosman Council & various locations

Work Health and Safety Responsibilities:

As a Volunteer of Mosman Council, you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the WHS Act)
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to volunteers
- Participate in training
- Keep the workplace safe, clean and tidy
- Cooperate with Site Safety Rules
- Cooperate with safe work method statements, standard operating procedures and controls
- Report all incidents, near misses and injuries
- Participate in emergency response rehearsals and reviews
- Report hazards
- Wear and maintain provided Personal Protective Equipment (PPE)

Acknowledgement:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Volunteer’s Name (printed):.....

Volunteer’s Signature:..... Date:.....

Volunteers Office/
Program Coordinator:..... Date:.....