

## Volunteer Position Description

Program	Tastes of Sydney
Volunteer Title	Evening Excursions Volunteer
Reporting to	Community Transport Coordinator

**Purpose:** The Evening Excursions Volunteer role supports the 'Taste of Sydney' group, a Community Transport social dining event for independent older adults. The main purpose of this role is to assist the bus driver and ensure a safe bus trip with having dinner in the restaurants. This twice monthly event will be occurred on Thursdays.

### Role Responsibilities

- Assist the bus driver in provision of 'Tastes of Sydney' late evening dinner trips.
- Assist the bus driver to make sure everyone on the day's manifest has been picked up and dropped off safely.
- Order food at the restaurant on clients/client group's behalf if needed.
- 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 considerable amount of walking and getting on and off the bus frequently
- Social skills

### Benefits

- Learn new skills in the Aged Care Industry.
- Be socially active by meeting people and making new friends.
- Explore different restaurants and gather experience.
- Participate in the available training and workshops for volunteers.

### Background Checks

National Police check and Reference check

**Commitment** Minimum 3 months

**Scheduling** Evenings

**Volunteer Role Location** 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:.....