

Volunteer Position Description

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| Program | Discussion Group |
| Volunteer Title | Discussion Group Facilitator |
| Reporting to | Care Programs Officer & Coordinator |

Purpose:

Discussion Group provides an open and safe space for individuals to come together to discuss current domestic and international news in the Seniors Lounge every week. Volunteers assist with facilitating the discussion and contributing thoughts about the different topics presented. They also assist with setting up and serving light refreshments.

Role

Responsibilities

- Facilitate an interesting and robust conversation of a variety of topics.
- Prepare topics to be discussed and have a working knowledge of said topics.
- Attend to the needs of attendees
- Collect money for the session
- Complete attendance list
- Clear table and pack up after finish.

Qualifications

Volunteers should be -

- Be a good conversationalist.
- Be a patient listener.
- Have an interest in various topics and current affairs.
- Have a willingness to commit to an ongoing schedule for the discussion group.
- Have a completed police check through Mosman Council, or be willing to complete one.

Benefits

Volunteers will:

- Feel satisfaction at providing senior citizens with an opportunity to meet people and socialize whilst enjoying a robust conversation.
- Have an opportunity to meet and work with interesting people.
- Enhance their skills in facilitation and leadership.

Background Checks

National Police check/ Working with Children Check/ Reference check

Commitment Minimum 6 months

Scheduling • Every 2nd and 4th Thursday of the month -
12.30am to 2.00pm.

Volunteer Role Senior Centre at Mosman Council
Location

Work Health and Safety Responsibilities: (as per Volunteer Manual pages 10 & 11)

As a Volunteer of Mosman Council, you have to:

- 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, hazards, near misses and injuries to your program coordinator with 24 hours and assist in completing an incident report form.
- Participate in emergency response rehearsals and reviews.
- Wear and maintain provided Personal Protective Equipment (PPE).
- Manual handling.

Medical conditions:

- It is the responsibility of the Volunteer to inform Council staff, if at any time you are prescribed medication and/or acquire a medical condition, injury or illness that may affect your ability to perform your volunteering role.
- A medical certificate may be requested before you can begin or resume the volunteer role, which should state any limitations to your capability. The Volunteer Coordinator/Program Coordinator may attempt to adjust the role accordingly, however this may not be possible and you may be referred to a different volunteer position or requested to take time to recover.

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:.....