

Volunteer Position Description

Program	Community Transport
Volunteer Title	Excursion Assistant Volunteer
Reporting to	Community Transport Coordinator

Purpose: The Community Transport offers the “Out and About Trips” and “Sydney Explorer” excursions where volunteers assist clients and have fun, do outing activities and lunch with the clients. The main purpose of this role is to assist the bus driver and clients to have safe and an enjoyable outing.

Role Responsibilities

- Assist the bus driver to and from the Out and About Trip or excursions.
- 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.
- 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 and commitment.
- Sensitive to the needs of older people

Benefits

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

Background Checks National Police check and Reference check

Commitment Minimum 3 months

Scheduling

Out and About - every Wednesday from 8.45am – 1:00pm

Sydney Explorer - 1st and 3rd Friday every month from 8.45am – 4:30PM

Some Tuesdays: Dates and Time TBC

Volunteer Role Location Senior Centre at Mosman Council & various locations

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 within 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:.....