

Volunteer Position Description

Program	Sketch Group
Volunteer Title	Sketch Group Assistant
Reporting to	Care Programs Coordinator

Purpose:

Sketch Group is a volunteer run program for older adults who may be socially isolated, or have memory loss. The group meets in a relaxed and friendly environment. Volunteers engage clients with activities, help with providing refreshments and above all contribute to the clients having an enjoyable time together.

Role Responsibilities

- Prepare for Sketch Group session by setting up tables with sketch materials and beverages
- Greet clients upon arrival, write attendance list and collect payment for class
- Clear and clean tables after session
- Refer interested participants to Care Team for more information about our programs and services

Qualifications

- Able to communicate and care for clients who may be socially isolated; or are experiencing memory loss/dementia
- Able to follow safety and hygiene procedures at all times
- Able to move chairs and tables for class set up

Benefits

- The enjoyment and rewards of knowing that you are providing appropriate social and emotional support.
- Opportunities to meet new people and make new friends.
- The knowledge that you are contributing to the well-being of vulnerable people.
- Support people experiencing memory loss and/or social isolation to connect.

Background Checks

National Police check/ Working with Children Check/ Reference check

Commitment Minimum 3 to 6 months

Scheduling • Every Tuesday from 10:00am to 12:00pm

Volunteer Role Location Senior Lounge at the Seniors Centre at Mosman Council

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

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, 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:.....