

## Volunteer Position Description

Program	Mosman Community Champions
Volunteer Title	Community Champion
Reporting to	Community Connections Officer
<b>Purpose:</b>	To help create a vibrant and connected community in Mosman through various activities and initiatives. To assist with organising events that align with the Community Connections Strategy and Plan.
<b>Role Responsibilities:</b>	<ul style="list-style-type: none"> <li>- Participate in conversations with Council and Community</li> <li>- Play a proactive role in the Mosman Community</li> <li>- Help plan and deliver Community Connection events</li> <li>- Help inform the Community Connections strategy and plan</li> </ul>
<b>Required Skills/ Experience:</b>	<ul style="list-style-type: none"> <li>- Punctuality, reliability and commitment</li> <li>- Willingness to engage, participate and interact with the community</li> <li>- Ability to follow procedures at all times</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>- Opportunity to be involved in conversations and events that build and connect the Mosman community</li> <li>- Ongoing opportunities to be involved in training and workshops</li> <li>- Ability to share and improve your skills with the community</li> <li>- Ability to participate in conversations that strengthen community resilience</li> </ul>
<b>Background Checks</b>	National Police check/ Working with Children Check/ Reference check (depending on the volunteer activities).
<b>Commitment</b>	Hours are flexible, but you must be able to attend Community Champion meetings or be able to keep up to date with the meeting minutes. This role required a commitment for a minimum 12 months
	Comply with Mosman Council WHS Corporate Practice and report any near misses
	Comply with risk management approach and hazard reporting procedure
<b>Scheduling</b>	To be discussed with Community Connections Officer
<b>Volunteer Role Location</b>	Mosman Council and Surrounds

**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:.....