

Volunteer Position Description

Program	Seniors Table Tennis
Volunteer Title	Table Tennis Assistant
Reporting to	Seniors Activities Coordinator

Purpose: Assist and monitor the Table tennis activity at the Seniors Centre, with a focus on safety.

- Role Responsibilities:** Set up the tennis Tables prior to the attendees arriving - (2 tables, and a box of equipment).
1. Welcome attendees, tick their names off the attendance list.
 2. Check outfits (shoes and clothes) making sure that Seniors are safe and wearing appropriate clothing; enclosed shoes.
 3. Checking the room for any hazard and removing any potential trip hazard.
 4. Monitor safety during the activity.
 5. Involve new members when they join.
 6. Immediately report any incident to MCC staff.
 7. Pack up the activity at the end of each session.
 8. Evaluate risk and monitor safety with MCC Staff.

- Qualifications:**
- Enjoying being with people.
 - Reliable and punctual.

- Benefits:**
- Opportunity to meet new people and develop new skills.
 - Opportunity to participate in Volunteer training and workshops.
 - Recognition and gratitude for your service
 - Satisfaction of providing a valuable service to the community.

Background Checks National Police check; and/or Working with Children Check/ Reference check (depending on the volunteer activities).

Commitment Minimum 3-6 months

Comply with Mosman Council WHS Corporate Practice and report any near misses

Comply with risk management approach and hazard reporting procedure

Scheduling	Every Tuesday from 2:15pm to 4:30pm
Volunteer Role Location	[Seniors Centre/ Library/Art Gallery/] at Mosman Council

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 preferably as soon as it happens; or within 24 hours if not urgent; and assist in completing an incident report form.
- Participate in emergency response rehearsals and reviews.
- Wear and maintain provided Personal Protective Equipment (PPE).

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:.....