

Volunteer Position Description

Program	English Conversation Class
Volunteer Title	English Class Volunteer
Reporting to	Activities and venue Coordinator

Purpose:

Assist people with limited English to develop their basic conversational skills by joining a roster of volunteers and delivering a weekly class at Mosman Community care (Volunteers Lounge next to Mosman Meals).

Role Responsibilities:

- 1.5 hours / week English conversation class
- Thursdays 1.30 pm to 3.00 pm (term dates)
- Welcome attendees, tick their names off the attendance list.
- Involve new members when they join the class
- Choose weekly topics and guide participant through the lessons
- Coordinate with other volunteers to develop a roster and have all sessions covered
- Log hours on Better Impact

Qualifications

- Written and verbal English skills at a level capable of accurately collecting, analyzing where the students are at; and providing them with correct grammar and conversation skills.
- Patience, kindness and commitment.
- Good communication and listening skills.

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/ 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	Term dates – Thursdays 1.30 - 3.00pm
Volunteer Role Location	Volunteers Lounge next to Mosman Meals

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:.....