

Volunteer Position Description

Program	Community Care
Volunteer Title	Walking Group Facilitator
Reporting to	Care Programs Officer & Coordinator

Purpose: Walking Group Facilitator is a volunteer role for assisting our weekly walking group activities. There are two walking groups which departs from Mosman Council Civic Centre every **Wednesday from 8:30 am to 10:00 am; or 9:00am to 11:00am**. This involves taking a group of participants for a walk, followed by coffee in a local café and returning to Council.

Role Responsibilities

The facilitator's role:

- create a welcoming group and introduce new members to the group
- ensure attendees are kept safe, especially participants with memory loss or mobility issues
- organise a walking destination and a cafe for morning tea
- report back to coordinator any concerns straight away to be able to follow up any major concern

Qualifications

- Physical fitness for walking
- Love to chat with people
- Sociable and Friendly
- Compassionate to elderly people

Benefits

- An opportunity to meet new people
- Opportunity to participate in Volunteer trainings and workshops
- Recognition and gratitude for your service
- Satisfaction of providing a valuable community service

Background Checks

National Police 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	Each Wednesday at 8.30 to 10am; or 9 to 11am
Volunteer Role	Outside Mosman Council Chambers
Location	

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:.....