

Volunteer role description – Sketch group



Volunteers are people who work but do not get paid.
Volunteering helps you get to know new people.



The name of this role is sketch group volunteer.



Your manager will be the **care programs officer**.

A **care programs officer** is someone who runs activities that works for Council.

What you need to do



There are things you need to do

- Keep people safe
- Make sure you keep things clean and hygienic
- Talk to the care programs officer if you have any issues.



You can help make **clients** feel welcome and help them meet new people in the group.

Our clients are from the seniors centre.



They may have memory loss or dementia or need help talking and connecting with people.

You will also have to



- Help set up sketch class materials and food and drink

- Say hello to clients and help them settle in



- Talk to clients throughout the class and make them feel welcome



- Clean up the tables after the class is finished



- Help connect clients with us if they ask for more support.



Why this will be good for you



Being a volunteer is meant to be fun and make you feel good.



You will meet and work with new people.



You will feel good knowing that you are helping people who need support.



Things you need



There are things like paperwork needed by Council for you to be able to volunteer.

1. You will need a **background check**.



A **background check** uses some of your documents like

- Photo ID
- Drivers license
- Passport.

This is to make sure you have no criminal record.



You need to be able to and from Mosman Council.



You need to be able to volunteer for at least 6 months.

You can talk to us if that is too much.



You need to be free on Tuesday from 10:00am to 12:00pm at least once a fortnight.



You can take time off if you need to.

You can talk to Lourdes or your officer if you need time off.



You must follow our **work health and safety policy**.



A **work health and safety policy** are rules you must follow to keep you and others safe.

We will give you the work health and safety policy when we meet.



Some of the big things in the work health and safety policy are:



- How you can take care of yourself
- How you can keep yourself safe
- How you should do things to keep others safe
- You have to follow what Mosman Council staff say
- You have to follow any rules that keep you safe
- You need to keep things clean and tidy.
- You need to tell us if someone is hurt or could have been hurt.



Medical Conditions



A **medical condition** is when you are sick or hurt and may not be able to volunteer.



We need to know if you have a medical condition that will make it hard for you to volunteer.



We may be able to change how you volunteer so you can still help out.



Please write your name and sign on the line below if you are okay with everything that you need to do for the role.

Volunteer's Name (printed):

.....

Volunteer's Signature:

.....

Date:.....

Volunteers Office/ Program Coordinator:

.....

Date:.....