



# POSITION DESCRIPTION

## Volunteer

**Division:** Variable

**Reporting to:** Volunteer Coordinator

**Area of Impact:** Variable

**Reimbursement Range:** Speak to  
Volunteer Coordinator

### Primary Objectives

#### **The Organisation:**

Sunraysia Residential Services Inc. (SRS) is a not-for-profit community organisation providing aged care and disability support for over 40 years. Our core services are to provide supports in-home, assistance with accessing the community, capacity building day programs and providing award winning accommodation for a short or long-term basis.

#### **The Role:**

Volunteering with SRS is an enriching and rewarding experience. SRS are always looking to engage new volunteers in the wide range of programs offered. Days and times are negotiable – any amount of time given is valuable. Volunteers at SRS can select the days, times and program area which they would like to participate in.

#### **Position Purpose:**

SRS has many areas of opportunity for volunteers to be involved in. "Areas of impact" are areas where SRS have identified the need for the most support throughout our volunteer program.

- Participant Engagement - "Come and have a cuppa" social engagement, reading and exchanging stories, assisting with arts and crafts.
- Sewing and cooking at Benetook Farm.
- General Store - Retail, customer service, sorting donated items, cleaning.
- Benetook Farm Coffee Shop – Hospitality, cleaning and customer service.
- Gardening and Maintenance.
- Caring for animals - feeding the chooks and cleaning eggs; feeding the sheep and pets.
- Woodwork and restoration of furniture at Benetook Farm.
- General Cleaning – vehicles, houses and sheds.
- General work around Benetook Farm.
- Volunteering at other properties including Respite, SRS Unlimited, SRS Office – cooking, cleaning, gardening and assisting with participant activities.



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	<ul style="list-style-type: none"><li>• Specialised skills and training. If a volunteer has a particular interest/specialised skill area, other volunteering opportunities may be available. Please discuss these with the Volunteer Coordinator.</li></ul>
Key Selection Criteria	<ul style="list-style-type: none"><li>• Area of interest, skills offered.</li><li>• Ability to volunteer with people of varying abilities and needs.</li><li>• Availability – days and times suitable for the need of programs, events and participants.</li><li>• Volunteer Working With Children Check and Volunteer NDIS check (willing to obtain checks if not already obtained).</li><li>• Friendly, courteous and respectful.</li></ul>
Specific Accountabilities	<p><b><u>Primary Objectives</u></b></p> <ul style="list-style-type: none"><li>• To have a positive impact – whether it be beautifying SRS surroundings/environment, assisting with social enterprise ventures, fundraising or enriching participant engagement and learning.</li><li>• To increase and encourage positive outcomes by assisting participants achieve personal goals; learn skills and enjoy life to the best of their abilities.</li><li>• To assist participants to maintain and develop community networks by informing them what is happening in their community; attending events and keeping up to date with any new programs or activities in Sunraysia (where applicable to volunteer role).</li><li>• To actively engage and/or assist with the facilitation of SRS fundraising events.</li></ul> <p><b><u>Responsibilities</u></b></p> <p>Volunteer will engage and enjoy sharing their interests, hobbies, skills and abilities to be creative and innovative to achieve desired objectives including (but not limited to):</p> <ul style="list-style-type: none"><li>• Positive attitude and participant engagement,</li><li>• Participant skills development,</li><li>• Welcoming environment,</li><li>• SRS Fundraising.</li></ul> <p>Volunteers will have the following attributes</p> <ul style="list-style-type: none"><li>• Have a positive attitude at all times.</li><li>• Be reliable.</li><li>• Be honest.</li><li>• Be courteous.</li><li>• Be respectful.</li><li>• Be collaborative – work well as a team.</li></ul>



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	<p><b><u>Shift Process:</u></b></p> <p>The Volunteer Log Book (located at the property where volunteering is conducted) <b>must be completed and signed</b>. This book must be signed upon arrival and when leaving each day (arrival and departure times noted on log). Volunteer badge must be worn whilst volunteering, and returned at the end of the shift.</p> <p>As a volunteer you are also expected to follow SRS policies and procedures including but not limited to:</p> <ul style="list-style-type: none"><li>• Code of Ethics and Conduct – Treat everyone with respect and dignity</li><li>• CCTV – used at SRS properties including Benetook Farm</li><li>• Conflict of Interest – Advise of any conflicts of interest</li><li>• Drugs and Alcohol Prohibited</li><li>• Duty of Care and Dignity of Risk</li><li>• Disciplinary Action</li><li>• Incident/Accident Reporting – Safety Champion</li><li>• Phone use – refrain from personal phone use whilst volunteering</li><li>• Manual Handling – protecting your back – avoid manual handling where possible.</li><li>• Occupational Health &amp; Safety – reporting unsafe conditions</li><li>• Smoke Free Workplace</li><li>• Transport and Vehicles</li><li>• Zero Tolerance Abuse – report any form of abuse or suspected abuse.</li></ul> <p><b><u>SRS will:</u></b></p> <ul style="list-style-type: none"><li>• Following completion of the probationary period, volunteers who give 4 hours of their time (or more) per day, may be offered a range of selected volunteer reimbursements.</li><li>• Make all volunteers feel welcome and supported.</li><li>• Provide appropriate insurance covering personal accidents and public liability</li><li>• Provide safe working environments as outlined in the OHS legislation</li><li>• Ensure induction training and ongoing refresher training is offered and completed</li><li>• Planning and goal setting for all volunteers</li><li>• Provide volunteer shirt (must be returned to SRS if ceasing volunteering role).</li></ul>
	<p><b><u>Qualifications/Experience</u></b></p> <p>Must be at least 18 years old.</p>



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<b>Conditions of Employment</b>	<ul style="list-style-type: none"><li>• Complete volunteering expression of interest available on SRS website: <a href="http://www.srsinc.com.au">www.srsinc.com.au</a></li><li>• Hold a current Volunteer Working with Children Check.</li><li>• Complete a Volunteer NDIS Check.</li><li>• Hold a current Drivers licence (if applicable to the site and volunteer role).</li><li>• First Aid (desirable, but not essential).</li><li>• Complete Volunteer Induction Checklist and provide contact details for 2 referees.</li></ul> <p><b><u>Reimbursement</u></b></p> <p>Following completion of the probationary period, volunteers who give 4 hours of their time (or more) per day, may be offered a range of selected volunteer reimbursements.</p> <ul style="list-style-type: none"><li>• Please speak to the Volunteers Coordinator for current reimbursement options and rates offered.</li></ul> <p><b><u>Volunteer Conditions</u></b></p> <p>The terms and conditions of volunteering at SRS are in accordance with the Volunteer Agreement and SRS policies and procedures.</p> <ul style="list-style-type: none"><li>• <b>Probationary Period</b> - The first three (3) months of your volunteering is a probationary period.</li><li>• <b>Victorian Working with Children Check</b> – All volunteer appointments are subject to a clear Working with Children Check. The appointee is required to provide details of the Working with Children Check to Human Resources.</li><li>• <b>NDIS Worker Screening Clearance</b> (if engaging in a Risk Assessed Role) – NDIS Worker Screening clearance includes Police Record Check,</li><li>• <b>Police Record Check</b> – ONLY if NDIS Worker Screening Check is not needed for the role.</li><li>• <b>Disqualified Carer Checks - Victoria Carer Register</b> (ONLY for staff who are supporting Children UNDER 18 YEARS funded through DFFH – Victoria),</li><li>• <b>Current Driver's License,</b></li><li>• <b>Two (2) Professional References,</b></li><li>• <b>First Aid Certificate (desired, not essential),</b></li><li>• <b>Occupational Health &amp; Safety</b> – To adhere to SRS OH&amp;S policies, procedures and guidelines at all times.</li><li>• <b>Smoke free environment</b> – All SRS sites/properties are a smoke free environment. If you smoke you must organise unpaid breaks and adhere to the SRS policy.</li></ul>
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	<ul style="list-style-type: none"><li>• <b>Qualifications</b> - The successful volunteer applicant will be required to substantiate formal qualifications (if any).</li><li>• <b>Volunteer Reimbursements</b> – are according to satisfying the probationary period, volunteering 4 or more hours per day, and providing relevant evidence (receipts etc).</li><li>• <b>Training</b> - All volunteers are required to undertake training as deemed by the Volunteer Coordinator/Manager that is appropriate to their volunteer position, responsibilities and needs,</li><li>• <b>Fundraising</b> – Fundraising is an integral function at SRS. All staff are required to assist and be actively involved in volunteer events and functions and lead by example at all times. It is greatly appreciated if volunteers can assist with events where able to.</li></ul>
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