



VOLUNTEER ROLE DESCRIPTION

VOLUNTEER ROLE	Breakfast Club Assistant
PROGRAM	Breakfast Club – Frankston North
DIRECTORATE	Children’s Programs
REPORTS TO	Enhancement Activities Lead
VOLUNTEER HOURS	3 hours per session – negotiable

ORGANISATIONAL PURPOSE

The Brotherhood of St Laurence (BSL) employs over 1200 staff and is supported by approximately 1200 volunteers. Our work is focused in Melbourne and Victoria but branches out through our partners to every state and territory in Australia.

In contemporary Australia, poverty and disadvantage have a strong geographic dimension. The focus of our work is increasingly on places as well as groups of people experiencing hardship such as early school leavers and the unemployed. We create programs which prevent and alleviate poverty during four key life transitions: childhood, adolescence, midlife and retirement.

One of our priorities is to work with state and federal governments and other community organisations to scale up our successful programs. The Brotherhood’s approach is informed by the best evidence, including the work of our own research and policy department.

PROGRAM PURPOSE

The Frankston North Education Plan (FNEP) aims is to improve the quality of education provision across the Frankston North community in the early, primary and secondary years; along with enabling parents to volunteer in extended school day programs, participate in adult learning opportunities and enhance their learning and employment pathways. Meeting the FNEP’s Extended School Day Model, BSL is implementing a collaborative approach to bring together partners, stakeholders and activities to support education programs and student engagement across 3 sites: Aldercourt Primary School, Mahogany Rise Primary School and Monterey Secondary College.

The Enhancement Activities Program is aligned to this fundamental objective and recognises the that the experience of poverty is complex and not only involves economic hardship but exclusion from many aspects of social and civic life. The Enhancement Activities Program encompasses multi-generational and diverse learning opportunities. It aims to support disengaged students to improve connection to the school community and their engagement with learning opportunities, by providing a coordinated approach to before, during and after school activities. Sharing resources across 3 school sites, this program will enhance and extend the child’s school day through academic, personal and social opportunities, breaking the cycle of disadvantage and school disengagement.

ROLE PURPOSE

Breakfast Club provides a healthy meal in a safe, non-threatening social environment for children. The Breakfast Club reduces food insecurity, obesity rates, and poor health. As a volunteer you will be a part of a team to support students to enjoy a nutritious breakfast which will help students have the energy they require to concentrate and participate in class and make it throughout the day.

As a Breakfast Club Assistant you will be a part of a team to support students to enjoy a nutritious breakfast and be ready for the day ahead, maintain the cleanliness of the meals area, build rapport with students and ensure the meals area is left clean, tidy and safe at all times.

ROLE TASKS

Operational duties include:

- Record and report attendance, set up, pack up and cleaning as required
- Monitor and sort resources, replenish as required
- Set up, monitor and pack up Suggestion box and Signage

Lead Facilitation duties include:

- Food preparation and service where required, following relevant Safe Food Handling procedures
- Food storage and labelling
- Maintain a clean and tidy workspace/kitchen

Engagement duties include:

- Talking and listening to students
- Collecting student feedback through conversations, suggestions and activities
- Monitoring how students feel and behave

Relevant duties for all roles include:

- Supervision of students within the program
- Maintaining a safe meal and play/social environment
- Complete Incident Reports as required
- Volunteer Feedback to Enhancement Activities Lead as required
- Read and update Communication Book
- Other duties as required

WE ARE LOOKING FOR

We are looking for volunteers with:

- Commitment and interest in supporting children and young people
- Food preparation, handling and service experience
- Well-developed interpersonal and communication skills with the ability to relate and interact well with children and young people
- Demonstrated capacity to contribute to a team environment
- Commitment to the objectives and ongoing development of the program
- Understanding of and commitment to the values and ideals of the BSL

ORGANISATIONAL RELATIONSHIPS

Internal Liaisons: BSL staff and volunteers
External Liaisons: Students and school staff

CONDITIONS OF VOLUNTEER INVOLVEMENT

1. This role requires both police and working with children checks. Your volunteer role will not begin until the necessary checks are complete.
2. Volunteers are requested to take responsibility for their own and others' workplace health and safety and to adhere to policies which keep the Brotherhood of St Laurence a workplace committed to equal opportunity, free from discrimination and harassment.
3. All Brotherhood volunteers must be eligible to volunteer in Australia.

AGREEMENTS

I understand that I am a volunteer who contributes my time and effort without expectation of remuneration.

I understand that as a volunteer I am required to adhere to Brotherhood of St Laurence policies, procedures and the code of ethical behavior.

In the event of injury sustained in performing my volunteer role I understand that I can make a claim against the Brotherhood of St Laurence's insurance policy for 85% of my non-Medicare costs up to the relevant policy maximums. Activities taken on my own initiative outside of this role are at my own risk.

I undertake to keep all personal or sensitive information about customers and participants, other volunteers and the BSL team in the strictest confidence by only discussing such details within the bounds necessary to undertake my duties and responsibilities as a volunteer with the Brotherhood of St Laurence.

Volunteer Name: _____

Volunteer Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____