



## VOLUNTEER ROLE DESCRIPTION

<b>VOLUNTEER ROLE</b>	Activities Assistant (Craft)
<b>PROGRAMS</b>	Enhancement Activities
<b>DIRECTORATE</b>	Children's Programs
<b>REPORTS TO</b>	Enhancement Activities Lead
<b>VOLUNTEER HOURS</b>	3 hours per session – negotiable (during school terms only)

### 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 Enhancement Activities Program** is aligned to this fundamental objective and recognises 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.

**The Frankston North Education Plan (FNEP)** aims 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.

## ROLE LOCATION

	Mahogany Rise PS	Aldercourt PS	Monterey SC
Sewing			Lunchtime After school
Personalised sticker making			Lunchtime
Knitting & Crochet	Lunchtime		Lunchtime

## ROLE PURPOSE

The Activities Assistant will be part of a team who support students to learn and practice a range of different activities. **In this role, there is opportunity to support students across any number of the following activities if you would like to.**

**Sewing Club** is great way for students to learn how to thread a bobbin and a sewing machine and a bobbin, how to use a pattern, pin fabric and create products.

**Personalised Sticker Making Club** is an opportunity for students to learn how to create stickers using a Cricut machine and affix to walls, candles, key rings and cups.

**Knitting & Crochet Club** supports students to learn how to knit and crochet, read a pattern, and create products. Students learn cast on, cast off, and various stitches and patterns.

## ROLE TASKS

As an Activities Assistant you will be a part of a team who:

- support students to learn and practice craft skills, read and use a pattern and enjoy an activity in a friendly, non-threatening and supportive environment
- help students understand the instructions, promote creativity and use craft tools safely
- assist set up, pack up and cleaning of equipment as required and as according to COVID-safe regulations
- collect student feedback through conversations, suggestions and activities
- maintain a safe space and social environment
- provide feedback to the Enhancement Activities Lead as required

## WE ARE LOOKING FOR

We are looking for volunteers with:

- An interest/s in the area/s that you are applying to volunteer in
- Commitment and interest in supporting children and young people
- Willingness to contribute to a team environment
- 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 behaviour.

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: \_\_\_\_\_