

POSITION DESCRIPTION

Volunteers, LeisureLink Program

REPORTING TO Senior Coordinator, LeisureLink

POSITION REPORTING TO THIS POSITION N/A

SCOPE AND PURPOSE OF THE POSITION

To provide friendly companionship to frail older people, adults with a disability, children and young people with a disability and people who have mental health issues. To enable this client group to participate in recreation and leisure activities in the community or in the client's home or to provide assistance with light shopping.

TASK SPECIFICATIONS

1. Visit and undertake roles that have been mutually agreed upon and which are within the scope and purpose of the volunteer position
2. Work within appropriate policies, procedures and processes that support the delivery of the LeisureLink Volunteer Program
3. Record hours spent with the client in monthly timesheets/ reimbursement forms
4. Work within identified values and cultural expectations
5. Maintain a positive reputation and image for Tandem
6. Respect the privacy and confidentiality of the client
7. Work within your own personal limits i.e. be responsible for your own personal wellbeing and report any concerns to the LeisureLink coordinator

TRAINING AND SUPPORT

- The LeisureLink Coordinator will make available training and support to volunteers as needed
- The LeisureLink Coordinator organises monthly meetings on the last Tuesday of the month between 12pm and 2pm. These meetings include a guest speaker
- In house training that is available to support workers within Tandem is also available to volunteers. The LeisureLink coordinator will ensure that all volunteers are included on the Training Calendar mail out

REVIEW PROCESS OF THE VOLUNTEER POSITION

- The LeisureLink Coordinator will conduct an Annual Performance Review, as well as maintaining ongoing contact with volunteers throughout the year.