

# Sample - Volunteer Job Description

POSITION DETAILS	
<b>Position Title</b>	Driver
<b>Classification</b>	Volunteer
<b>Supervisor</b>	
<b>Significant Relationships</b>	<ul style="list-style-type: none"> <li>• Transport Team Leader.</li> <li>• Program Coordinator.</li> <li>• Volunteer Co-ordinator.</li> <li>• Volunteer Program Manager.</li> </ul>
<b>Positions reporting to this position</b>	<ul style="list-style-type: none"> <li>• Program Co-ordinator</li> <li>• Volunteer Co-ordinator</li> </ul>
PURPOSE OF THE POSITION	
<p>The primary purpose of this position is to:</p> <ul style="list-style-type: none"> <li>• Safely transport consumers within (name of organisation).</li> <li>• Support people to integrate into the wider community.</li> <li>• Assist in maintaining safe working vehicles by checks and reporting any service or maintenance required to management.</li> </ul>	
OUR VALUES	
<p>Examples of values:</p> <ul style="list-style-type: none"> <li>• Integrity</li> <li>• Responsibility</li> <li>• Care and Respect</li> <li>• Accuracy of information</li> <li>• Confidentiality</li> <li>• Access</li> </ul>	
PERFORMANCE STANDARD	
<p>This position is required to:</p> <ul style="list-style-type: none"> <li>• To contribute to the implementation of the Mission, Values and Vision (name of organisation)</li> <li>• To assist consumers of (name of organisation) programs in accordance with program guidelines and individual needs.</li> <li>• To ensure all (name of organisation) policies and procedures are adhered to.</li> <li>• To ensure services are provided to comply with the principles and objectives of the Aged Care Act (CWLTH) 1997 and Home Common Care Standards.</li> <li>• To demonstrate respect, understanding and consumer dignity.</li> <li>• To demonstrate confidentiality in all matters relating to services provided to consumers and service information generally.</li> <li>• Ensure confidentiality of information and security of all personal property of clients and the organisation.</li> </ul>	

## RESPONSIBILITIES

- Assist consumers to develop, maintain and increase personal, community and social relationships.
- Interact with consumers in a friendly and dignified manner.
- Ensure day to day transportation lists are up to date with information and messages regarding attendances.
- Phone messages to be checked first thing in the morning for possible cancellation of pickups.
- Ensure safe transportation of consumers to and from the centre and on outing where necessary.
- Assist consumers in loading and unloading from bus.
- Assist consumers with health and hygiene needs while on the bus.
- Ensure all drivers accurately record in log and vehicle key registers.
- Do all checks required for safe running of buses and report any maintenance or service needs.
- Ensure buses are at least ½ full of fuel or more when finished bus runs.
- Ensure buses are kept in a clean and safe condition.
- Ensure wheelchairs or other aids are made available on the buses when required.
- Attend meetings and staff training sessions as required.
- Assist to work as part of a team and liaise with staff where necessary.

## REQUIREMENTS

<b>Transport</b>	<ul style="list-style-type: none"> <li>• May require minimum LR licence.</li> <li>• Ability to demonstration safe driving techniques.</li> <li>• Ability to drive all vehicles.</li> </ul>
<b>Personal Approach</b>	<ul style="list-style-type: none"> <li>• Positive and outward going approach to others and the ability to contribute to creating a positive team environment.</li> <li>• Ability to exercise initiative and good time management.</li> <li>• Ability to work in a busy environment and with flexibility.</li> <li>• Tolerant and understanding manner.</li> <li>• Enjoys interacting with other people.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively both oral and written.</li> <li>• Ability to communicate effectively with elderly people, young people with a disability and carers and respond to them in an encouraging and helpful manner.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Eligibility to obtain a Federal Police Certificate.</li> <li>• Current First Aid &amp; CPR certificates or willing to obtain them</li> <li>• Willing to annually up-date CPR and standard First Aid when due.</li> <li>• Participate in transport training induction.</li> <li>• Participate in yearly Manual Handling trainings.</li> </ul>

## AGREEMENT

<b>Signature</b>			
<b>Name</b>		<b>Date</b>	