

## Position Description

<b>Position Title</b>	InterConnect Volunteer
<b>Program</b>	Canning Community & Commercial
<b>Sub-Program</b>	Enriching Canning
<b>Industrial Standards</b>	National Standards for Volunteer Involvement
<b>Classification</b>	Volunteer
<b>Reports to</b>	Volunteer Officer
<b>Other key relationships</b>	Manager Community and Culture Leader Community Connections Community Development Officers City of Canning Collaborative Partners – Volunteer Involving Organisations Internal Collaborative Partners – City of Canning staff
<b>Primary Location</b>	InterConnect Volunteers are recruited through the Bentley Library Hub Corner Hedley Place & Manning Road BENTLEY WA 6102  <i>Volunteers work across different locations within the City of Canning and unless otherwise advised will need to arrange transport to/from any given site.</i>

## Vision and Values

### Vision

City of Canning: a welcoming and thriving city

### Values

The City of Canning's core values are:

- **Authentic**                 Build genuine relationships  
                                      Be responsible in our actions and commitments
- **Resilient**                 Embrace challenges to encourage our people to thrive  
                                      Support each other's well-being
- **Creative**                 Share our innovative thinking  
                                      Have the courage to welcome and try new ideas
- **Collaborate**             Work together as one team  
                                      Share our success and knowledge to thrive

## Position Overview

The Community Connections team work within an Asset-Based Community Development model to increase opportunities for learning and participation in the City of Canning. The team build and maintain relationships with community members, groups and associations as well as key internal and

external stakeholders in the areas of Club, Cultural, Community and Volunteer Development as well as Disability, Access and Inclusion to build the capacity of these representative groups and add-value to their initiatives.

## Position Objectives

### Direct Delivery:

InterConnect Volunteers work alongside the Community Connections Team, City of Canning Staff and Volunteer Involving Community Organisations that partner with the City to support the delivery of events, programs and activities foundational to building resilient, connected and thriving communities.

InterConnect Volunteer activities include but are not limited to the following:

Working with the CCT/City of Canning Staff and or Community Organisation Members to -

- Support the running of events, activities and programs inclusive of set up/pack down and cleaning activities as required
- Support public engagement activities by meeting and greeting visitors and providing general information about events, programs or activities
- Support and encourage community participation in learning initiatives that align with the aspirations and outcomes of the Learning City Strategy
- Complete administration and or resource maintenance and inventory tasks as required

### Time and Commitment:

- InterConnect Volunteers are encouraged to commit to volunteering as their time permits and in keeping with their volunteering aspirations.
- Flexible volunteering arrangements may be limited if an activity, event or program needs to be delivered within a set time frame.
- InterConnect Volunteers will be provided with appropriate information about activities, events and programs so that they can make informed decisions about their commitment to volunteering

### Other:

InterConnect Volunteers will work with a variety of City and Community Organisation teams and as such may be asked to perform additional tasks on an 'as required' basis. Volunteers will be consulted and consent obtained prior to participating in 'as required' tasks.

## Position Benefits

- Gain self-confidence and a sense of achievement by working alongside industry professionals to gain knowledge and skills
- Opportunities to apply academic learning to real life events
- Improve lifelong communication, interpersonal and critical thinking skills
- Build relationships and social connectedness with peers, professionals and community groups
- Opportunities to participate in volunteer recognition initiatives.

## Corporate Responsibilities

**Age Requirement:** The City of Canning Volunteer Program encourages individuals who are 18 years of age and over to participate in its program.

**Dress Code:**

- Neat casual dress is required.
- Comfortable/enclosed shoes to be worn when volunteering.
- Hats and sunscreen are recommended for outdoor activities.
- Volunteers will be provided with a name badge to be worn whenever volunteering for the City of Canning.

**Code of Conduct:** All volunteers are responsible for adhering to the City of Canning's Volunteer Code of Conduct, policies and procedures and CEO Instructions that support it.

**Workplace Health and Safety:** Volunteers should take steps to minimise risk by following all health and safety directives, procedures and instructions inclusive of any lawful requirements and as determined by the City of Canning.

**Equal Opportunity:** The City of Canning is committed to equal volunteering opportunities, inclusion and diversity in the workplace where the rights of individuals are upheld and everyone is treated with respect, fairness, equality and dignity and, where the workplace is free from all forms of unlawful discrimination, harassment and bullying.

## Training Matrix

Training Program	Compulsory/Mandatory	Timescale/Frequency
Induction	Compulsory	Prior to commencement of any new volunteering role
Orientation	Compulsory	Commencing day one of any ongoing volunteering role

<b>Additional Training</b> – as deemed appropriate by the City or a partnering community organisation to meet the requirements of a volunteering role	Compulsory	Dependent on role
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### Security Screening and Checks

The City of Canning adheres to the National Standards for Volunteer Involvement Standard 4.4 which states ‘Screening processes are applied to volunteer roles that help maintain the safety and security of service users, employees, volunteers and the organisation.’

\*All screening processes are subject to renewal and or review and the City of Canning reserves the right to cease a volunteering position based on the outcomes of screening processes.

### Screening Matrix

Screening Tools	Compulsory/ Recommended	Timescale/Frequency	Review/Update Requirement
<b>Volunteer Application</b>	Compulsory	Prior to commencement	N/A
<b>Volunteer Agreement</b>	Compulsory	Prior to commencement	N/A
<b>Health &amp; Wellbeing Check</b>	Recommended	After first year of commencement or as deemed appropriate following any changes in health.	Annually
<b>Volunteer National Police Certificate</b>	Compulsory	Prior to commencement of duties	Every three years
<b>Working with Children Check</b>	Mandatory for all volunteers working unsupervised with children	Prior to commencement of duties	Every three years

## Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

### Essential:

- Good written and oral communication skills.
- A positive approach and non-judgemental attitude to working and connecting with diverse individuals and groups.
- Good understanding of OS&H issues and proactive approach to identifying and reporting work place hazards
- Flexible approach to volunteering across a broad range of working environments
- Ability to work within a team setting or as an individual
- Satisfactory National Police Records Check (issued within the last 12 months).
- Satisfactory Working with Children Check (if required).

### Desirable:

- A broad range of administrative skills including the use of current digital and computer technologies.
- Good knowledge and understanding of community and social issues.
- Sound advocacy and networking skills.

## Office Use Only – PD Register

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