



Volunteer Position Description

Volunteer Position Title	Community Connection Volunteer
Program/Business Unit	Midtown Macquarie Park, NSW, 2113
Position Purpose	At Midtown MacPark, Mission Australia and partners are striving to create an inclusive and highly connected community where people from all walks of life can flourish and reach their potential. The purpose of the Community Connection Volunteer is to promote a sense of belonging by assisting in the delivery of activities that cater to diverse interests and backgrounds, and to also assist tenants as they establish themselves in their new home and community through practical support.
Reporting to	Kyle Wiebe – MAH Community Development Manager Jeni Hayes - MA Community Chaplain
Position responsibilities	<p>Welcome new residents to Midtown MacPark</p> <ul style="list-style-type: none"> • Welcome residents when they come to collect keys to their property. • Provide prepared information and resource packs to help them settle in smoothly. <p>Community Connection</p> <ul style="list-style-type: none"> • Set-up/pack down (chairs, tables, etc) at meet and greet events. • Serve refreshments. • Chat with residents and make them feel welcome. • Introduce new tenants to each other and to any participating community members and facilitate conversations. • Engage residents in informal community activities such as community vision templates or children’s colouring in activities etc. • Record resident strengths and interests for future planning. • Follow WHS procedures - safe food handling, manual handling, etc. <p>Practical Support</p> <ul style="list-style-type: none"> • Assist with unpacking boxes and assembly of furniture. • Help tenants to orient themselves to their new building and neighbourhood. (eg. Where to access lifts, garbage shoots, mailboxes & carpark; how to use intercom, access community facilities) • Help residents identify resources they need or want to access in their local community (eg. search for the nearest chemist, look up storytime at local library, identify a local English Conversation Group etc.) • Identify residents who may need extra support during their initial settling period and notify MAH staff. • Follow WHS procedures including manual handling, etc.



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	<p>Feedback and reporting:</p> <ul style="list-style-type: none"> • Work closely with the MA Community Development Manager & Community Chaplain to align volunteer efforts with community development goals. • Regularly report to the Community Development Manager on the progress and challenges in building community connections. • Gather feedback from tenants to continually improve the support and services provided. • Follow all reasonable directions provided by Community Development Manager, Community Chaplain or delegate.
<p>Commitment Requested</p>	<p>Commitment to be agreed with individual volunteers. Shifts available 10:30-2pm, Mon-Thu. A minimum 3 month commitment is ideal.</p> <p>Mission Australia is committed to Volunteering Australia’s National Standards for Involving Volunteers. Hence the engagement of ongoing volunteers is generally restricted to a maximum of 16 hours per week.</p>
<p>Training Provided</p>	<p>The volunteer will be provided with an induction and orientation to their workplace and to Mission Australia including a detailed Workplace, Health & Safety briefing.</p> <p>Role specific briefing will be provided along with regular supervision as per MA’s Supervision Policy.</p>
<p>Position requirements (Skills, qualifications & experience)</p>	<ul style="list-style-type: none"> • Friendly disposition and person-centred approach. • Strong listening skills, and empathy to understand residents’ needs. • Good logistic and problem-solving skills. • Good understanding of manual handling, safe food handling and WHS. • Effective planning, coordination, and time management skills • Able to cooperate with other team members and community stakeholders to achieve common goals. • Ability to actively support Mission Australia’s purpose and values. • Ability to work in accordance with Mission Australia policies and procedures.
<p>Background Checks & Requirements</p>	<ul style="list-style-type: none"> • Mandatory National Police History Check • Working with Children Check. • Personal reference check.



Volunteer Applicant Declaration

You and your Mission Australia manager, or delegate, have discussed, read and understood this Volunteering Position and agree that you will work within the position responsibilities detailed.

You understand and agree that the position you are undertaking at Mission Australia is a voluntary position and you are under no obligation to attend or perform the responsibilities requested of you by Mission Australia. As this is a voluntary position, you understand and agree you will not be paid for any help and/or support you provide Mission Australia when undertaking the position responsibilities and other tasks undertaken as requested.

Volunteering at Mission Australia is dependent on the results of background checks that are detailed in this volunteer position description. Mission Australia reserves the right to prohibit an individual from volunteering if background checks are not to the organisation’s satisfaction.

In addition, you are required to provide full and up to date disclosure to Mission Australia in respect to any matter which may affect your capacity to perform the duties associated with the position and in this regard but not limited to, the capacity to interact with children and vulnerable people, and deal with sensitive financial or personal information.

Mission Australia is committed to keeping children and young people safe with zero tolerance of harm or abuse, and expect all our employees and volunteers to reflect this commitment.

Volunteer Applicant Declaration	Mission Australia Manager (or Delegate)
Name:	Name:
Date:	Date:
Signature: <input type="text"/>	Signature: <input type="text"/>