

VOLUNTEER ROLE DESCRIPTION

Position Title	Freedom Wheels Volunteer- Client Assessment Clinics
Reports to	Project Coordinator
Hours of Duty	Flexible- approximately 1 day per week per month
Date prepared	2 August 2011
Review Date	31 July 2012, 26 August 2013

POSITION PURPOSE

Freedom Wheels is a unique program that enables children with disabilities to experience the thrill of riding a bike. Volunteers assist the Occupational Therapists (Project Coordinator) in one on one client bike assessments predominantly conducted at Royal Talbot Rehabilitation Centre.

Other related activities

- Volunteers can also assist the Occupational Therapists in one on one client bike assessments when they are conducted off site throughout metropolitan Melbourne and regional Victoria.
- Volunteers can assist the Occupational Therapists in promoting Freedom Wheels by attending expo's, and the like.
- Volunteers can also join the Freedom Wheels bike building team, where the bikes are assembled according to individual client needs.

ORGANISATIONAL RELATIONSHIPS

The Freedom Wheels Volunteer works with the Freedom Wheels Coordinator, Occupational Therapists and other volunteers.

KEY DUTIES & RESPONSIBILITIES

Bike Assessment Clinics

Participate as a team member in the assessment of children's support needs for FW bikes.

- Report to Solve Office, sign in and get keys to storeroom
- Transport and set up the assessment bikes and equipment to venue. (Either at Royal Talbot Rehab. Centre or off site at a special school)

Under the direction of the Solve Occupational Therapist:

- Set up a bike prior to each client to an estimated configuration
- Help modify the configuration as the client progresses
- Record the final configuration on the sheet/computer and photographically
- Return bike to original specification after the assessment
- Pack up and return all bikes and equipment to storage in correct location.
- Return keys and sign out

Comply with Solve policies:

- Adhere to OH&S guidelines to ensure safe manual handling and hygiene in multiple client sessions
- Privacy and confidentiality of clients is to be maintained at all times

KNOWLEDGE AND SKILLS

- Volunteers need an interest in cycling and knowledge of basic bike mechanics, such as adjustment of pedals, brakes, chain tension, seat/handlebar position
- Ability to problem solve and think outside the square
- Attention to detail
- Initiative

Personal Attributes

- Able to communicate effectively with and staff, clients and volunteers
- Capacity to work collaboratively as part of a small team, showing consideration and respect for others
- Reliability
- Able to maintain confidentiality
- Enjoy working with children
- Non-judgmental, clients are from a range of socioeconomic backgrounds
- Maintain a professional demeanor when interacting with clients and staff
- Present well- it is recommended that volunteers wear the Solve polo shirt

OTHER RELEVANT INFORMATION

Background checks

- Volunteers are required to undergo a Police Records Check prior to commencing
- Volunteers are required to undergo a Working with Children Check prior to commencing
- Volunteers are required to provide names of suitable referees
- Volunteers are required to sign a Safety Screening- Background Declaration form

Other requirements

- Volunteers are required to attend induction training
- Volunteers must comply with Solve Disability Solutions OH&S policy and work in a manner that is without risk to self, staff or clients
- After participating in approximately three clinics, the Project Coordinator will provide feedback to the volunteer and give them an opportunity to discuss any concerns or issues they have
- When possible participate in Solve Disability Solutions training, branch days and promotional activities
- Solve Disability Solutions identification is to be worn at clinics
- It is preferable that volunteers wear Solve Disability Solutions polo shirts at clinics, participating in expo's, etc.

PHYSICAL REQUIREMENTS FOR POSITION

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties			✓
Reading tasks		✓	
Writing tasks		✓	
Sitting (extended periods)			✓
Walking/standing (briefly)-		✓	
Walking/standing (extended)	✓		
Driving car		✓	
Lifting/carrying duties (light)		✓	
Lifting/carrying duties (heavy)		✓	
Pushing/pulling tasks (light)			✓
Pushing/pulling tasks (heavy)			✓
Bending/kneeling requirements	✓		
Exposure to dust/dirt		✓	
Exposure to hazardous materials			✓
Exposure to noise			✓
Repetitive arm/wrist/hand movements		✓	
Other (please specify)			

PSYCHOLOGICAL REQUIREMENTS FOR POSITION

At times the work may involve meeting and communicating with clients who have complex communication needs or display challenging behaviour. In particular instances, this may cause distress to some. To reduce

stress and support our volunteers, Solve encourages volunteers to raise any concerns with the Freedom Wheels Coordinator.