



VOLUNTEER ROLE DESCRIPTION

Position Title	Volunteer Ambassador
Reports to	HR & Volunteer Coordinator
Hours of Duty	flexible
Date prepared	27 October 2014
Date Reviewed	

POSITION PURPOSE

The Volunteer Ambassadors represents the organisation with the purpose of raising awareness about our services and/or other volunteer roles that are available at Solve. The Volunteer Ambassador will help by representing the organisation at various events such as expo's and/or conducting briefings to community groups and clubs.

ORGANISATIONAL RELATIONSHIPS

The Volunteer Ambassadors will be supervised by the HR & Volunteer Coordinator, and will also at times be supervised by other staff when appropriate.

KEY RESPONSIBILITIES/TASKS

(A) Presentations

Using resources and style guidelines provided by the organisation:

- promote our services to various community clubs and groups by conducting presentations
- help to attract other volunteers to the organisation by conducting presentations to various community clubs and groups
- take photos at these events

(B) Expo's

- Help to recruit new volunteers and/or promote our services at various expo's by assisting on our stall. This involves interacting with the public, carers, health professionals, potential clients and volunteers.
- take photos at these events

*Note- Volunteer Ambassadors may elect to be involved in both A & B tasks, however can choose to undertake only one of these tasks if they prefer.

ROLE SPECIFICATION

Knowledge & Skills

- Strong verbal communication skills, including public speaking- able to confidently conduct presentations to various groups and clubs within the community and/or interact with people at expos.

Presentations:

- Familiar with computers- able to use PowerPoint, email programs
- Able to use projector at presentations

Personal Attributes

- Reliable
- Well presented

- Friendly and Approachable, able to build rapport with audience, general public, staff and volunteers
- Enthusiastic and passionate about our organisation
- Able to maintain client's privacy and confidentiality
- Values and respects people with a disability as equal members of society

Other relevant Information

- Volunteers must complete an Application form, this will be assessed and you will be contacted and advised if you have been selected for an interview or if your application was unsuccessful
- Volunteers must undergo a Police Records Check prior to commencing (arranged & paid for by Solve)
- Volunteers are required to undertake Volunteer Induction training
- Volunteers must comply with Solve's OH&S policy and work in a manner that is without risk to self, staff, volunteers, clients or the public
- Volunteers are required to sign a Volunteer Agreement
- A volunteer's performance will be reviewed and feedback provided
- Current Drivers licence required
- Volunteers are required to sign a Safety Screening- Background Declaration form

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)			