



Position Description

Community House Volunteer



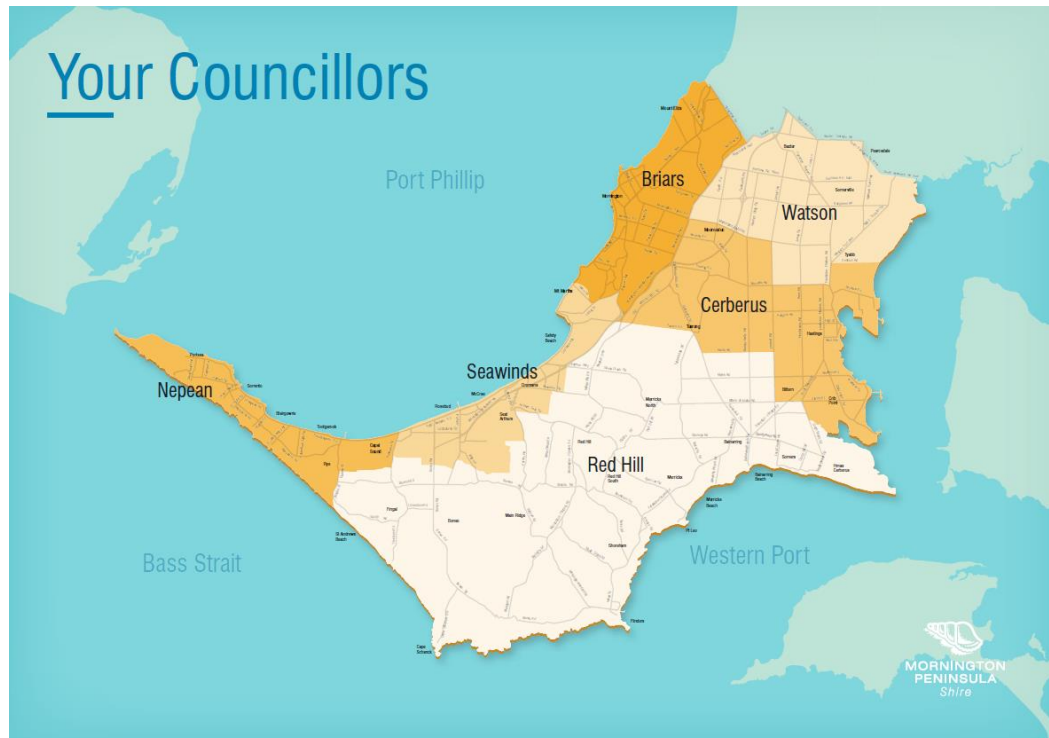
MORNINGTON
PENINSULA
Shire

About Mornington Peninsula Shire Council

About the Peninsula

The Mornington Peninsula is one of Melbourne's greatest assets, characterised by unique townships, world renowned tourist regions, and areas of national and international conservation significance. The Peninsula has an area of 723 square kilometers, and features approximately 10% of Victoria's total coastline.

The Peninsula is represented by eleven Councillors across six wards.



Council Plan

Our Council Plan extends across a four-year cycle and is the cornerstone of ensuring we work together to achieve outstanding results for our community

Our Vision

To value, protect and improve the unique characteristics and way of life on our peninsula - "Valuing our unique peninsula"

Our Mission

We will achieve this by:

- Providing effective leadership and representation by democratically elected Councillors
- Listening and reflecting your collective aspirations in our plans
- Helping you create a resilient, inclusive community that can respond to challenges
- Bringing new ideas to discussions that create new opportunities
- Encouraging you to get involved in your community
- Working hard to provide the best possible service and value
- Keeping you up to date with what is happening across the Shire in an open and direct way

Our Organisational Values

The Shire is committed to the highest standards of performance, behaviour and service. To guide us in the delivery of exceptional community outcomes, we have five CORE values that are integral to everything we do.

These values are:

- **Integrity**
- **Courage**
- **Openness**
- **Respect**
- **Excellence.**

Our Core Values set the framework for how we work together to achieve outstanding outcomes for our customers and our community.

Our values guide us in clearly defining and communicating:

- **How we do things at the Shire;**
- **How we make decisions in the best interests of the community we serve;**
- **How we hold ourselves and each other accountable to the highest standards of performance and conduct.**

	<p>Integrity</p> <p>We take ownership and responsibility for our decisions; keep our promises; and hold each other accountable to the highest standards of performance.</p>
	<p>Courage</p> <p>We give honest advice; make tough calls with conviction; stand by our decisions; admit if we get it wrong; and challenge ourselves to explore new ways of thinking.</p>
	<p>Openness</p> <p>We share knowledge and learning for the benefit of all; actively engage with our community; and are transparent in our decision making.</p>
	<p>Respect</p> <p>We treat everyone with dignity, fairness and empathy; look out for our safety and wellbeing; and nurture positive and inclusive relationships.</p>
	<p>Excellence</p> <p>We provide exceptional customer service; strive for innovative team outcomes for the betterment of our community; and step up to lead where we recognise an opportunity for improvement.</p>

Our Values set our organisational culture and articulate the shared behaviours we are all required to live by when making decisions in the course of our work. In living our values, we build a collective culture committed to high performance, and send a clear message to our colleagues and our community about how we go about our business.

Our commitment to Child Safety

The Shire is committed to the safety, participation and empowerment of all children. We have zero tolerance of child abuse and have robust policies and procedures to protect children from abuse and respond to any allegations or safety concerns. We are committed to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds; and to providing a safe environment for children with disability.

We are committed to preventing child abuse and identifying risks early and providing education and training to employees to achieve these commitments.

All employees and volunteers are responsible for supporting the safety, participation, wellbeing and empowerment of children.

Our organisation

With approximately 1200 employees, the Shire is a busy and vibrant workplace. Our primary sites are located at Rosebud, Mornington and Hastings, with additional facilities across the Shire. These include neighbourhood houses at Mornington and Mount Martha House Community Centre.

the Shire delivers over 80 individual services to our diverse community, ranging from:

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| <ul style="list-style-type: none"> ■ Aboriginal and Torres Strait Islander programs ■ Animal Management (including the Animal Shelter) ■ Arts and Culture ■ Asset Protection ■ Capital Works ■ Children and Youth services ■ Cleansing, maintenance and amenity ■ Climate Change, Energy and Water Programs ■ Compliance and Community Safety ■ Corporate Services ■ Economic Development | <ul style="list-style-type: none"> ■ Fire and Emergency Management ■ Freedom of Information and Privacy ■ Governance ■ Halls and Foreshore Management ■ Heritage and Coastal Planning ■ Home and Community Care ■ Home Maintenance ■ Human Resources ■ Infrastructure Planning and Management ■ Land Management and Conservation | <ul style="list-style-type: none"> ■ Libraries and Community Learning ■ Major Events ■ Maternal and Child Health ■ Meals on Wheels ■ Property Services ■ Regional Gallery Programs and Exhibitions ■ Road and Asset Management ■ Recreation Planning ■ Revenue management ■ Seniors and Disability services ■ Social Planning and Community Development ■ Strategic Planning ■ Tourism and business support |
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Position Details

POSITION:	
Title	Community House Volunteer
Purpose	To support the Community House Coordinator in the daily operations of the community house which enhances the house as a welcoming place for people of all ages and abilities to participate in social connections in the provision of Neighbourhood House Coordination Programs.
Duties	<p>Subject to the direction of the Community House Coordinator, may include:</p> <ul style="list-style-type: none"> ● Reception and safety induction of visitors. ● Providing information and referrals in response to community requests. ● Providing advice about Neighbourhood House Coordination programs. ● Administration including the collection of data. ● Preparing social media and promotional material, including the schedule of Neighbourhood House Coordination Programs. ● Hospitality including associated catering and cleaning. ● Undertaking fundraising.

	<ul style="list-style-type: none"> • Leadership or support for the running of programs or events (e.g. leading or assisting classes, room set up/pack down). • Leadership or support for the planning of projects, programs and events. • Participate in Mt Martha House’s Gardening activities/programs. • Others duties as requested
<p>Position Accountability</p>	<p>A volunteer in this position is accountable for:</p> <ul style="list-style-type: none"> • Notifying the Community House Coordinator as soon as possible if a rostered shift cannot be performed so that a replacement volunteer can be arranged. • Undertaking allocated duties to the satisfaction of the Community House Coordinator. • Referring relevant matters to the Community House Coordinator for decision. • Building their own skills and knowledge including: <ul style="list-style-type: none"> ○ keeping up to date with Community House information, policies and procedures, ○ attending training and asking for support when needed. • Complying with the Volunteer Handbook and other relevant Shire policies and procedures. • Maintaining all organisation and community member information in a confidential manner. • Promoting the efficient use of Council resources. • Ensuring that work environment and practices reflect safety standards to ensure own health and safety as well as the health and safety of others. Proactively reporting any incidents, injuries, hazards or unsafe work practices • Ensuring that work environment and practices reflect good risk minimisation and management practices. • Following emergency procedures.
<p>Extent of authority</p>	<p>Any requests from the media or Councillors must be referred to the Manager Social Planning and Community Development for response.</p> <p>Any advice provided to the community must be consistent with relevant Shire policies, procedures and programs.</p>

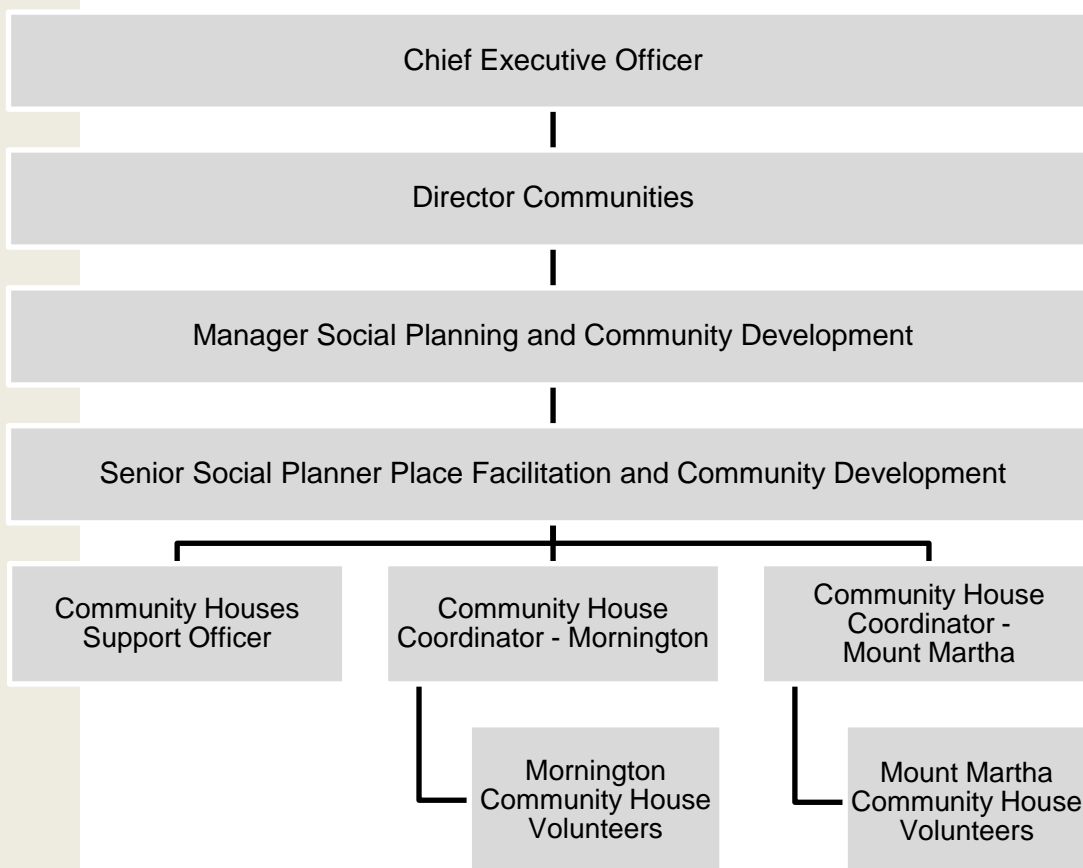
A community house system, program or procedure must not be changed without prior approval of the Community House Coordinator.

Without prior consent from an individual, there must be no access to or disclosure of personal information about other volunteers or community house participants.

Subject to all of the above, this volunteer position has the authority to undertake duties as directed by the Community House Coordinator.

ORGANISATIONAL RELATIONSHIPS

Reporting
line



If your Coordinator is not available, matters requiring a decision should be made progressively up the reporting line shown above.

TERMS AND CONDITIONS

Hours As agreed with the Community House Coordinator

Location A location, as below and agreed with the Community House Coordinator:

- Mornington Community House, 3/91 Wilson Road Mornington

- Mount Martha House Community Centre, 466 Esplanade, Mount Martha
- Red Hill Ward – to be advised

Shire facilities are smoke free locations.

TERMS AND CONDITIONS (continued)

Tenure of Volunteer Position

The volunteer position will become permanent upon successful completion of a three month probation period.

With at least two weeks prior notice, the Shire may terminate this volunteer position for any reason. Notice will not be required at the end of the probationary period nor in the case of significant misconduct.

Policies and procedures

Volunteers must comply with Council policies and procedures, as amended from time to time. These are referenced in a Volunteer Handbook and can all be accessed at your volunteer location.

All staff and volunteers are expected to behave in accordance with the values of the Mornington Peninsula Shire's code of conduct.

All volunteers must support a work environment that is free from discrimination, harassment, bullying and refrain from engagement in any activities that may be offensive, humiliating, uncomfortable for or derogatory towards other staff or the community.

Volunteers should treat all members of the community fairly, with respect, courtesy and sensitivity.

Expenses

As a Volunteer, you will have reimbursement for any reasonable out-of-pocket expenses that you incur when performing approved tasks associated with your Volunteer position.

We do this to ensure that you are not financially disadvantaged as a result of your Volunteer position. These payments are not salary or wages. You will need to keep and produce receipts of all expenses and receive prior approval for the expenditure.

You may sometimes be provided with other benefits as part of your volunteering position (such as training, food at events/functions, event entry, clothing or equipment). Where this occurs, it is on a gratuitous basis and is not payment in lieu of salary/wages.

Insurance	<p>Insurance cover for Volunteers whilst, carrying out their volunteering positions, is available during the times that you have registered to provide volunteer work that has been previously approved by the Mornington Peninsula Shire.</p> <p>A register is provided and volunteers must use this to record their volunteer hours with date and times (i.e. sign on and off at the start and end of each volunteer shift).</p>
TERMS AND CONDITIONS (continued)	
Intellectual Property	<p>All intellectual property rights and interests (including copyright) in any ideas or materials that a volunteer creates in relation to their volunteer service for the Shire are transferred to and vested in the Shire.</p>
Mandatory Checks	<p>A valid Working with Children Check, with registration of the Mornington Peninsula Shire.</p> <p>A National Coordinated Criminal History Check. This is applied and paid for by the Shire.</p>

Key Selection Criteria

- Understanding and commitment to the work and values of the Mornington Peninsula Shire including community houses.
- A general knowledge of the community and a genuine interest in the wellbeing of community members.
- Availability for weekly, fortnightly or monthly rostering with flexibility for roster changes.
- Ability to manage own time, set priorities and plan work to achieve agreed timeframes
- Good customer service skills including patience and empathy.
- Well-developed interpersonal and communication skills
- Ability to work well with others and follow instruction.
- Basic skills and experience in computer, smartphone and internet use.
- A satisfactory National Coordinated Criminal History Check and Working with Children Check including registration of the Shire.

Approval and Understanding

The following signatures are required to indicate understanding, agreement and approval of the position description including:

- A three-month probationary period from the start date.
- An ability for at least annual review of the position description.

Volunteer

I have read and understood the requirements set out in this Position Description.

Name: _____

Signature: _____

Date: _____

Phone: _____

Email: _____

Address: _____

Community House Coordinator

I have read, understood and approved this Position Description.

Name: _____

Title: _____

Signature: _____

Date: _____

Privacy statement

The information on this form is being collected by the Mornington Peninsula Shire and in accordance with its Privacy Policy and the Privacy and Data Protection Act 2014 for the purpose of volunteer management associated with community houses.

You may access personal information you have provided to the Shire and make corrections by contacting the Shire's Privacy Officer privacy@mornpen.vic.gov.au. The Shire will only use this information for the purpose it was collected and may use it for a secondary, related purpose that could reasonably be expected.



Mornington Peninsula Shire acknowledges and pays respect to the Boon Wurrung / Bunurong people, the traditional custodians of these lands and waters.