



VOLUNTEER JOB DESCRIPTION

SERVICE NAME: Ashburton Support Services

POSITION TITLE: Car and Bus Cleaner

Address: 296 High St, Ashburton

The Social Support Programme is vital to the well being of many of our clients who would otherwise be unable to access community activities and interact with their peers. Encouraging social interaction and decreasing the level of social isolation has proven instrumental in the over-all physical and emotional well being of elderly persons. To this end the Centre organises social activities aimed at creating a warm and friendly environment for clients and at the same time providing stimulation and enjoyment. Transport is an essential part of provision of this programme.

POSITION OBJECTIVE:

The position of car and bus care volunteer is important as it helps to ensure that the automobiles for the social support programme are maintained at the highest quality. The Social Support Programme is vital to the well being of many of our clients who would otherwise be unable to access community activities and interact with their peers.

NUMBER OF HOURS INVOLVED: Approximately 1.5 hours a week.

TIMES/DAY(S): Thursdays and alternate Mondays & Tuesdays

FREQUENCY: Weekly weekday

TASKS/DUTIES INVOLVED:

Drive the car and bus to car wash
Wash and Vacuum

Wipe down interior when needed
Occasional polish of exterior

EQUIPMENT PROVIDED/NEEDED:

A mobile phone will be provided in order to maintain contact with the Centre; this is for emergency use only, e.g. if there is an accident or breakdown of the car.

REIMBURSEMENT FOR OUT OF POCKET EXPENSES:

Prior authorisation is needed for any expenditure on behalf of the Centre. No expenditure on behalf of clients is required.

Volunteer Alliance

296 High St, Ashburton, Vic, 3147

Ph: 03 9885 3815

Fx: 03 9885 1239

Email: volunteeralliance@ashburtonsupportservices.com

Web: <http://volunteeralliance.cjb.net/>



STRUCTURE / SUPERVISION / SUPPORT:

Ashburton Support Services is a non-profit organisation, which is managed by a Board of Directors. The Chief Executive Officer (Kat O'Reilly) is responsible for all matters relating to staff and volunteers. On a day-to-day basis, volunteers will be coordinated/supported by a member of office staff. Staff members responsible for transport arrangements include Emelia Irvin – Meals on Wheels Co-ordinator and Caroline Sealey - Programme Activities Officer.

The organisation has a responsibility to provide a safe work environment for volunteers and to ensure that they are covered by insurance should anything untoward happen. To this end, in line with the organisation's policy and procedures, all arrangements for activities and transport must be made through the office.

The Volunteer Alliance Coordinator is responsible for volunteer support and training. Should you have any needs, concerns or issues relating to job satisfaction please contact her.

SKILLS/QUALIFICATIONS/EXPERIENCE NEEDED:

Volunteers should have a safe driving record.

PRE-START CONDITIONS:

- Volunteers are required to sign a confidentiality agreement before being accepted as a volunteer.
- Volunteers are required to read the Ashburton Support Services Volunteer Guidelines and to sign an agreement to abide by these guidelines throughout the course of their work with Ashburton Support Services.
- Volunteers are required to have a Police Check clearance prior to starting. (Ashburton Support Services organise this and covers the cost).
- Volunteers are required to have a blood alcohol content of zero while driving on behalf of the service.
- Volunteers are required to pay any traffic fines they incur while driving for Ashburton Support Services and accept any demerit points associated with the fine.
- There is a trial period of three sessions where volunteers and the service can evaluate whether they wish to go ahead with a commitment/confirmation.

TRAINING REQUIRED/OFFERED:

From time to time training opportunities relevant to volunteer's needs and the needs of the service are offered. Volunteers are strongly requested to attend these training sessions wherever possible.