

ROLE STATEMENT

POSITION:	Young Eventsters Youth Volunteer
DIVISION:	Community Wellbeing
UNIT:	Family, Youth and Children's Services
MANAGER:	Executive Manager Family, Youth and Children's Services
DATE UPDATED	October 2021

VOLUNTEER POSITION DECLARATION

I have read and understand the requirements and expectations of this Role Statement. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Role Functions and Expectations. I understand that the information and statements in this Role Statement are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

NAME OF VOLUNTEER: _____

SIGNED: _____

DATED: _____

1. ROLE SUMMARY

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 400,000 people.

Young Eventsters are youth volunteers who are committed to building a more vibrant Ballarat with a particular focus on enhancing the experiences of Young People. They will lead events, design, and manage projects that create opportunities for young people to thrive in our community. A key annual project Young Eventsters are the delivery of the annual City of Ballarat Youth Awards. Young Eventsters utilise the City of Ballarat's Youth Strategy and Youth Profile to develop initiatives focussing on celebrating and recognising key calendar events or days of significance. These may include Harmony Fest, IDAHOBIT Day, NAIDOC Week, R U OK Day, Mental Health Week and International Day of People with Disability.

Participants who are successfully selected for Young Eventsters join an environment which fosters the building of social connections with other volunteers. Young Eventsters members are also provided opportunities to develop skills and undertake training in Event Management, Media & Marketing, Public Speaking and Project Design. Young Eventsters Volunteers also receive recognition as a City of Ballarat Volunteer.

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Young Eventsters requires a significant level of commitment from all committee members. Young Eventsters meetings will be held weekly commencing February 2023. The meetings will be held at 4pm – 6pm on Wednesday evenings.

Young Eventsters is led by young people and supported by the Youth Services team. The program is facilitated by City of Ballarat's Youth Development Officers, who coordinate operations and provide relevant resources and support.

2. ORGANISATIONAL CONTEXT

Youth Services is a business unit within the Family, Youth and Children's Services Department of the Community Wellbeing Directorate.

The Youth Services team "believes in the vision, voices and creativity of young people" and to achieve this vision Youth Services are guided by our Youth Strategy 2022-2026 and principles of 'Positive Youth Development' to facilitate our programs to young people 12 -15 years old.

Youth Services programs are designed to upskill, engage, inspire and provide new opportunities to develop personal skills and interests while creating change in the Ballarat community.

3. REQUIREMENTS FOR ALL VOLUNTEERS

All potential volunteers are to follow the City of Ballarat's volunteer recruitment procedure which includes:

- Completing a Volunteer Personal Details form.
- An interview by a City of Ballarat employee.
- Two reference checks
- Completing the City of Ballarat induction and compulsory training.
- Adherence to privacy principals and all City of Ballarat policies and procedures.
- Willingness to obtain a Victorian Police Check or Working with Children's' Check (if applicable)
- Adhering to the City of Ballarat HR-18 Child Safe Policy at all times and upholding our statement of commitment to child safety at all times

From a Health and Safety perspective the City of Ballarat requires the following:

- Follow City of Ballarat policies and procedures.
- Follow City of Ballarat COVID-Safe Plan.
- Report hazards and other unsafe practices.
- Report injuries as soon as possible to your Manager/Supervisor.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

The City of Ballarat has a zero tolerance for child abuse and promotes the safety, wellbeing and inclusion of all children, including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and children with disability. We take allegations and concerns very seriously and respond to them consistently in line with our policies and procedures.

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Throughout the year, the Young Eventsters committee will be responsible for producing, promoting and evaluating the City of Ballarat's Youth Awards, and other events and initiatives identified by the volunteer group.

The duties undertaken by Young Eventsters Volunteers will include the following:

- Attendance and participation at weekly meetings
- Event Management
- Promotions and Marketing
- Media involvement
- Occupational Health and Safety
- Budgeting
- Liaison with Event Artists and Sponsors
- Communication Skills
- Public Speaking
- Participation in inclusion training

5. CITY OF BALLARAT'S EXPECTATIONS

- Understand and apply City of Ballarat's policies and procedures.
- Maintain confidentiality of the youth participants, their families and fellow volunteers.
- Report all incidents and/or personal injuries or hazards in the safety register report.
- Understand and comply with the principals of Anti-discrimination and Anti-harassment.
- Display a high level of understanding and commitment of appropriate behaviours when engaging with children relevant to the principles, social and legislative responsibilities of the Child Safety Standards.

6. PERSONAL SPECIFICATIONS

Volunteer Rights

- To be treated with respect.
- To be kept informed about the service, its associated policies and procedures.
- To receive induction and training for the position.
- To receive guidance, support and supervision to perform tasks required.
- To make suggestions on ways to improve the service.
- To be free of discrimination or harassment because of race, religion, gender, sexual orientation, marital status, age or disability.
- To have access to an impartial complaint's resolution procedure.

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- To be reliable and punctual.
- Advise Youth Services staff as soon as is practicable if unable to attend a session.
- To carry out tasks in a friendly manner as instructed.
- To attend committee meetings, training and information sessions.
- To treat visitors, fellow volunteers and staff with respect.
- To act honestly.
- To work free of the effects of drugs and or alcohol.
- To refrain from discussing any personal details of participants, staff and other volunteers.
- To ensure privacy and confidentiality is maintained at all times
- Sign in at the start of events and sign out at the conclusion of events.
- Adhering to the City of Ballarat HR-18 Child Safe Policy at all times and upholding our statement of commitment to child safety at all times

7. SELECTION CRITERIA

Essential

- Aged between 12 and 25 years at time of application
- Interest in leadership and commitment to personal development
- Availability to attend meetings, events and commitment to the role and its responsibilities
- If 18 years or older, successfully complete a Victorian Police Check and carry a current Working with Children Check or be eligible to apply for one
- Commitment to being part of a safe and inclusive environment
- Ability to observe child safe principles and expectations for appropriate behavior towards and in the company of children

Desirable

- Have a genuine interest in enhancing the achievements of young people in our community, and creating opportunities for young people to thrive.
- Have an understanding of event management and/or a willingness to learn
- Have a keen interest in health, wellbeing and cultural events
- Willingness to participate in social and team building activities