



Our Vision

People living well

Our Values

We care – We work together – We achieve – We learn

Position Description

Position Title	WayOut Wodonga Volunteer
Reports to	WayOut Wodonga project workers Other relevant staff as need arises
Location	Wodonga and Albury
Description of Project/Purpose of Assignment:	
WayOut Wodonga volunteers (aged 18 – 25) take a lead role in developing and implementing community based projects as well as leading activities relevant to the Alphabet Crew Youth Group.	
Time Commitment	
Less than 16 hours per week	
Qualifications and Experience Needed:	
<p><u>Experience</u>: no specific experience or skills are needed, however past work on youth committees, advocacy activities or leadership roles are advantageous.</p> <p><u>Knowledge</u>: knowledge of some of the challenges faced by LGBTIQ youth in rural and regional areas is important.</p> <p><u>Skills</u>: Good oral, written and computing skills desirable but not essential. Able to work in a team environment. Ability to maintain confidentiality. Model appropriate behaviours as role models for younger group members.</p> <p><u>Attitude</u>: Respectful, client focused motivated, integrity.</p>	
Outline of Volunteer’s Responsibilities or List of Tasks:	
<ul style="list-style-type: none"> • Attend youth action group meetings which occur fortnightly at Gateway Health. • Utilise a separate Face book login for communication on the AC page. • Act as a leader within the Alphabet Crew youth group meetings and outings. • Other opportunities may include speaking at community events. Volunteers are reimbursed for their time at a rate of \$25 per hour. • Opportunity to utilise other skills such as graphic design, for example. 	

Outcomes/Goals:
<ul style="list-style-type: none"> • Promotion of WayOut program • Raise awareness about homophobia, transphobia and biphobia • Foster an environment that embraces diversity and is welcoming for SSAITGD young people. • Facilitation of the Alphabet Crew Youth Group
Training and Support Plan:
Receive on the job training and support and have fun at the same time!
Reporting Requirements:
Directly reports to WayOut Wodonga Program Coordinator (s)
Benefits:
<ul style="list-style-type: none"> • Meet other young people passionate about youth mental health and well-being • Receive training in mental health, alcohol and other drugs, media and relating to your specific interest area • Develop a range of skills including working in groups, and representing the needs of your peers.

Organisation Context

Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).

The Board of Governance provides strategic planning for Gateway Health. The Board consists of 9 elected members.

The Board has delegated the operational management of the Agency to the Chief Executive Officer.

Executive staff is accountable to the Chief Executive Officer and provide direction, support and leadership to staff.

The Executive comprises;

- Chief Executive Officer
- General Manager Client Services
- General Manager Clinical Services
- General Manager Corporate Services

Program Managers provide immediate support and management within their program areas. There are nine clinical and client program areas.

Corporate services are delivered through five key areas (Finance, Payroll, Information Communications Technology, Human Resources and Quality & Safety).

Review of Position Descriptions:

This position description will be reviewed annually (June 30 each year), when the position becomes vacant or as deemed necessary.

Performance Monitoring:

Due to time constraints, the Program Volunteer Coordinator (PVC) may not be able to meet formally with the volunteer at the end of their three or six month probationary period. The PVC will meet with the volunteer if the volunteer is deemed unsuitable to continue in their role, however it is hoped that any identified issues were attempted to be addressed before this period so that if the volunteer is told they are unsuitable and cannot continue in the role this should not come as a surprise. The volunteer will be referred to other volunteer referral agencies to find a more suitable role.

Where the volunteer is suitable they will continue to carry on their volunteer role.

The position description should then formally be reviewed every 12 months.

Last Appraisal Date: _____

Next Appraisal Date: _____

I _____ (full name) hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the organisation.

Volunteer Signature

Date

Program Volunteer Coordinator Signature

Date