

CLASSROOM AND SOCIAL SUPPORT POSITION DESCRIPTION

Volunteer Position Title:	Front desk support volunteer	Reports to:	Office Coordinator
Location:	Prahran Place. 40 Grattan Street Prahran VIC 3181		
POSITION PURPOSE			
<p>A. Purpose Statement</p> <p>Prahran Place is a Neighbourhood House that provides opportunities for people living in and around Stonnington. We run pre-accredited classes that are a pathway to further study or employment, NDIS friendly activities, My Aged Care group activities for older people, social activities, wellbeing and general interest activities and occasional child care for children aged 6 weeks to 5 years.</p> <p>Volunteers are valued to our organisation for the generosity of their work in assisting our staff as well as sharing their skills and perspective to improve our services.</p> <p>We rely on volunteers in the classroom and in activities to help facilitate learning and opportunities for people to connect with each other. You will join a great team that is committed to delivering community outcomes.</p>			
<p>B. Duties may include-</p> <ul style="list-style-type: none"> ● For programs, assist tutors or facilitators who are providing classroom and/or social programs at Prahran Place ● Provide a safe and inviting space for all community members. ● Encourage participants to engage with each other and actively participate in programs and activities ● Help participants access amenities such as the kitchen for refreshments. ● For social support activities, help coordinate opportunities for people to be active in various social opportunities (such as walking groups, excursions, discussions, over food) ● Assist with administrative duties and miscellaneous centre-related duties assigned by Prahran Place Office Staff. ● Adhere with policies and procedures current at Prahran place. These policies and procedures are in place to ensure a safe and enjoyable environment for staff, students and volunteers. ● Help set up classrooms and spaces for activities and pack down. ● Ad hoc duties as required. 		<p>C. Key Selection Criteria</p> <ul style="list-style-type: none"> ● Good written and communication skills ● Ability to actively listen ● Ability to show initiative and a positive outlook ● Ability to remain calm ● Ability to work as part of a team ● Must be 19 years of age or older ● A commitment of one session hours per week for one term is required ● Current Police Check (or willing to obtain) ● Working With Children Check (or willing to obtain) 	
<p>Benefits:</p> <ul style="list-style-type: none"> ● The opportunity to directly help and support learners and people attending Prahran Place. ● The opportunity to share your skills and abilities to help make Prahran Place a better provider of essential and social services. ● The opportunity to build your resume by gaining job related skills and experience. ● The opportunity to learn more about community development, adult education, and the Neighbourhood House sector. ● Meet new people and feel more connected to your community. ● Be part of a supportive and positive volunteering environment. 			