

VOLUNTEER POSITION DESCRIPTION

Council Ambassador

Objective:

Represent Council at local festivals and events with provision of Council information.

Tasks:

Conducting simple surveys, handing out flyers or other free material, occasionally assist with some activities such as bbq's.

Skills and other requirements:

- Approachable
- Well Groomed
- Punctual
- Reliable
- Good listening skills
- Capacity to work as part of a team
- Ability to take directions from staff
- Awareness of safety issues
- Police check at Council expense
- Maintain client confidentiality
- Available to attend briefing sessions
- Able to work in outdoor noisy environments
- Ability and understanding of working in a diverse community is essential.
- Adhere to the Occupational Health and Safety practices

Time commitment:

2-4 hours per event

Location of position:

Various locations in City of Greater Dandenong

Support/training:

The first line of support for a Council Ambassador is the Event Co-ordinator, followed by the Volunteer Co-ordinator.

In addition, volunteers are offered a minimum of four training sessions throughout the year to improve their skills in areas such as emergency first aid and manual handling. Two formal volunteer recognition events will be held annually.

You will be supplied with sun hat and Ambassador's Vest / all weather jacket to wear at each event along with individual name badge.

Whilst representing Council at outdoor events you will be supplied with water, sunscreen and light refreshments.

Other Comments:

A clear police report is essential (Council will cover cost for this check). In addition you may be required to complete a Working with Children Check. The forms will be supplied by the Volunteer Co-ordinator, however you will need to complete and take to the post office for processing. There is no charge for having this check done but you will need to supply a passport size photo to attach to the paperwork which you will be reimbursed for by the Volunteer Program Co-ordinator

Contact Person:

If you have any further questions, please contact Trish Roche, Co-ordinator, Volunteer Program, on 8571 5335, or email proche@cgd.vic.gov.au

GREATER DANDENONG AN ORGANISATION OF EXCEPTIONAL CHARACTER



- We **respect** and care about our community, each other and ourselves.
- We act with **integrity** at all times and in all matters.
- We take time to **listen** to and seek to understand the other point of view.
- We strive to understand and respect the **diversity** of our community and our workplace.
- We understand **our role** in the community and **respect** the responsibility that comes with it.



- We **listen** to our community and respond.
- We **work together** with our community and each other, to achieve the best outcome.
- We have the **confidence** to **challenge** the status quo, to reach for better outcomes.
- We are **action-oriented** in identifying and responding to new challenges.



- We are **proud** of our city, our community and our achievements.
- We spend our time and effort on **solutions** rather than looking for someone to blame.
- We take **responsibility** for our actions.



- We **care** about getting the best outcomes.
- We constantly ask: *What's the future and what's possible?*
- We have the **courage** to try new ideas.
- We strive for **excellence** in everything we do.



- We tell the **truth**, even when we know people may not want to hear it.
- We form our opinions and give advice from sound, **evidence based** research.
- We act with humility and apply the **highest standards** of ethical behavior to everything we do.



GREATER
DANDENONG
City of Opportunity