

VOLUNTEER POSITION DESCRIPTION

FReeZA Muso Network Committee Volunteer

Objective:

To give young people between the ages of 12 – 25 years the opportunity to gain skills in event management and run awesome local events for young people.

FReeZA program allows young people to plan, stage and participate in a diverse range of artistic, cultural and recreational activities that are drug, alcohol and smoke free, in supervised and safe venues.

Tasks / duties:

- Bookings acts
- Sound
- Lighting
- Djing
- Hospitality
- Stage management
- Much more

Skills and other requirements:

- Excellent communication skills
- Well Groomed
- Punctual and Reliable
- Capacity to work as part of a team
- Ability to take directions from staff
- Police check at Council expense
- Adhere to the Occupational Health and Safety practices
- Appreciation of our diverse community
- Working with Children Check may be required

Location of position:

Various locations around Dandenong

Support/training:

The first line of support for volunteers is the program staff. In addition, volunteers are offered access to a minimum of four training sessions throughout the year to improve their skills in areas such as manual handling and emergency first aid.

Two formal volunteer recognition events will be held annually.

All volunteers will be provided with a Volunteer Information Kit and Job Description prior to commencement.

Other Comments:

A clear police report is essential (Council will cover cost for this check). In addition you will 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.

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