VOLUNTEER POSITION DESCRIPTION
Jan Wilson Community Centre Volunteer Receptionist

Objective:
Enhance the operation of the Jan Wilson Centre through the provision of administrative and reception assistance to staff and users of the Community Centre

Tasks/Duties:
Receptionist duties, answering phones, receipting money, maintaining attendance sheets, taking room bookings, basic computer work, filing

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

Time commitment:
3-4 hours any day Monday to Friday between the hours of 9.00am and 3.00pm

Location of position:
Jan Wilson Community Centre, 1 Halton Road, Noble Park North
Support/training:
Your first line of support will be the Jan Wilson Community Centre staff, 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.

Contact Person:
Trish Roche, Co-ordinator, Volunteer Program on 8571 5335 or email proche@cgd.vic.gov.au
GREATER DANDENONG
AN ORGANISATION OF EXCEPTIONAL CHARACTER

RESPECTFUL
• 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.

ENGAGED
• 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.

ACCOUNTABLE
• 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.

CREATIVE
• 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.

HONEST
• 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.