

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



- 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.



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City of Opportunity