

Interchange Outer East **Recreation Volunteer – Position Description**



Position: Recreation Volunteer on camps/day activities
Reports To: Recreation Leaders, Recreation Coordinators, Volunteer Coordinators
Date: November 2013

ABOUT INTERCHANGE

Interchange Outer East works within the human rights framework:

- Dignity
- Respect
- Equity
- Freedom

Volunteers must have the passion and belief in people's rights and citizenship. They must treat all people with respect and dignity, valuing uniqueness (culture, family structure, customs, etc) and self worth. Communication should be aimed to strengthen families, listening and learning and creating relationships of trust.

Interchange aims to encourage people to develop skills and competencies through their work. Education is a lifelong process and many competencies can be learnt on the job through positive role models and training.

KEY ACTIVITIES

- Providing a range of quality respite care and support services to families of people with disabilities
- Providing a range of quality recreation, social, and life skill services to people with a disability
- Providing a range of opportunities for involvement by all people in the community

Volunteer's purpose is to:

1. Build a great community
2. Educate – sharing knowledge
3. Create opportunities
4. Create choices
5. Assist families and individuals
6. Make connections
7. Embrace change
8. Timely and open communication
9. Ensure sustainability
10. Have fun

Aim

To provide support that is consistent, flexible and tailored to an individual's needs, delivered in a manner which enhances the independence and dignity of the person/people being supported. Volunteers are provided with ongoing support and training opportunities.

Position Summary

Support individuals in community settings, i.e. camps, day activities, to participate in activities in line with the directions provided by the participant, their families, recreation leaders and coordinators. These may include but not limited to:

- Support within group based settings, i.e. youth group, adult rec, etc.
- Matched either one to one, or floating between participants on recreation activities.

Competencies Required

- Belief that all people with a disability contribute to the community.
- Be self motivated.
- Work within a team based approach.
- Commitment to learn and develop skills.

Core Responsibilities

- Work within the human rights framework.
- Use practices that respect all individuals.
- Be punctual.
- Be reliable. When you commit for an activity/program. It's your responsibility to stick to it.
- If unable to attend an activity contact must be made with the relevant co-ordinator as soon as possible by phone. It is insufficient to only leave a message you must speak to someone and pass on all relevant details of the activity. If it is after hours, please call the pager mobile number.
- Ensure a safe and secure environment for the person/people you are supporting.
- Ensure that nothing you do could be interpreted as abuse. Refer to bullying and harassment policy.
- Notify staff of any personal care needs your match has, in a manner that enhances the person's independence, dignity and sense of self.
- Seek direction or support from staff on any matter you are unsure of. And alert staff of any issue or injury to yourself or the person you are supporting.
- Follow directions from staff and family in regards to supporting the person you are matched with.
- Engage in meaningful interaction between you and the person/people you support.
- Maintain the confidentiality of individuals and families at all times.
- Feedback all concerns regarding support to recreation leaders or relevant coordinators.
- Not to overwork or over commit yourself.
- Work collaboratively with all areas of Interchange Outer East towards a common goal and purpose.
- Attend volunteer orientation training, and also other relevant training / meetings, when possible.
- Do not use alcohol or illicit drugs on any programs – failure to comply will result in immediate dismissal.
- Do not smoke cigarettes in front of any participant. If you need to smoke, ask a staff member to supervise the person you are supporting while you go.
- Be mindful of language used in front of participants. You are a role model to them and they will learn from you.
- To be self motivated. We don't always stick together in one big group, and you won't always have a staff member telling you what to do and how to do it. Use your own knowledge and common sense.
- If on camp, remain responsible for the person you are supporting once they have gone to bed, by checking on them regularly and sleeping in the same room as them.

- If you are bringing medication, this must be kept in a locked bag, or hand to staff to put in their locked medication bag.
- To be mindful at all times of the main reason of your participation, that is, you are here to support someone else.
- If on camp, get enough sleep so that your performance isn't affected. You must be in bed by 2.30am at the latest.

Individual / Family Support:

- Treat all individuals with respect and dignity.
- Contribute to learning about individuals including individual communication strategies.
- Contribute, develop and maintain individual plans with participants and their families where required.

Training

- Participate in ongoing training and skills development.
- Attend Interchange Outer East orientation.
- When required, undertake sessions in:
 - Volunteer Orientation
 - Human Rights
 - Positive behaviour support.
 - Pre camp meetings.

Team Support

- Contribute to maintaining a productive and harmonious team.
- Volunteers are encouraged to foster a team approach when working with individuals. For this to be successful it is important that volunteers discuss issues of concern or good news with the relevant staff or coordinators.
- Treat colleagues with respect and dignity.
- Support your fellow team members to work well and achieve desired outcomes.
- Be honest and open and communicate any concerns regarding individual's needs, work practices or working conditions to your rec leader or coordinator.

Interchange Outer East Responsibilities

- Be aware of the policies and procedures of Interchange Outer East. These can be found on the IOE website, or requested at reception.

Administration

- Contribute to incident reports where necessary.
- Sign in and out of all activities in the volunteer sign in folder. Include start time, finish time, and total hours.

Mandatory Requirements

- A current Working With Children Check if over the age of 18
- Consent to Interchange Outer East lodging a Crimcheck before commencement of work. The Crimcheck must be updated every three years.
- Supply two referee checks.