



Description of Volunteer Role

Description of the Volunteer Role – Classroom Volunteer

The Description of Volunteer Role is required for every volunteer role within Saint Monica's. In order to minimise the risk of a volunteer role being perceived as an employee rather than a volunteer, it is recommended that the Description of Volunteer Role be kept on file and not provided to the volunteer. The volunteer should be provided with a simplified version – the Responsibilities of Volunteer Form.

Statement of Duties

Duties

1. Assisting teachers with school-based tasks, including:
 - display set-up
 - resource preparation
 - book covering.
2. Supporting literacy and numeracy activities, including:
 - one-on-one reading sessions
 - group reading
 - mathematics activities.
3. Assisting in a wide range of day-to-day school activities, such as:
 - photocopying
 - processing library books
 - general classroom activities
 - editing school magazine
 - typing children's stories
 - chart making
 - laminating.
4. Assisting in school canteen duties, such as:
 - general food handling
 - preparing sandwiches
 - serving at the counter
 - selling food and drink items
 - wiping down counters
 - washing and putting away utensils
 - general cleaning duties
 - restocking shelves with food items for the next session.
5. Assisting school teaching staff in coordinating an excursion by:
 - supervising students as required
 - assisting with post-meal mess clean-up
 - taking students to/from toilets, drinking fountains etc.
 - supervising students on bus
 - praising appropriate behaviour and encouraging modification of inappropriate behaviour
 - modelling acceptable behaviour and language.
6. Assisting the physical education teacher by:
 - setting up and packing away sports equipment
 - encouraging students to participate in activities that promote fitness and development of sporting ability.
7. Other duties as directed.



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| Selection Criteria | |
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| Commitment to Catholic education | <ul style="list-style-type: none">• An understanding of and respect for the school values of Saint Monica's |
| Child safety | <p>The volunteer must:</p> <ul style="list-style-type: none">• have experience of working with children• demonstrate an understanding of appropriate behaviours when engaging with children• be a suitable person to engage in child-connected work• hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check. |
| Skills/attributes | <ul style="list-style-type: none">• Ability to work as part of a team• Good oral and written communication skills, including ability to communicate with children, parents and the school community• Ability and willingness to accept policy directives• Maturity |