

## Position Description: Groups Volunteer (Twenty10)

### Organisational Context

The Twenty-Ten Association Inc. (Twenty10) is a community based, non profit, state-wide organisation. Twenty10 supports and works with young people, communities and families of diverse genders and sexualities. Twenty10's vision is to lead the community towards being safer for young people of diverse genders and sexualities. We will work to ensure that young people have more opportunities to participate fully in society.

Twenty10's values are:

- Inclusivity
- Sustainability
- Respect
- Quality
- Professionalism & ethical practice
- Community
- Youth Participation
- Access & Equity

Twenty10 operates a Reconnect and SAAP service. Primarily Twenty10 works with young people who are homeless or at risk of homelessness. Client Services Officers work as part of a small team and provide support, referral and advocacy within a client directed, case management framework.



**POSITION:** Groups Volunteer

**CLASSIFICATION:** Voluntary

**SALARY:** Reimbursement provided for all out of pocket expenses, must be negotiated with supervisor prior to expenditure.

**HOURS OF WORK:** As per relevant group Saturday Groups Volunteer hours are 12.30pm to 4.30pm, Gender Q Volunteer hours 4.30pm to 8.00pm, GALAH Volunteer hours are 6pm – 9pm (time includes set up and pack up).

**ACCOUNTABILITY:** This position is overseen by the Managing Director and supervised by the Coordinator.

**CONTRACT LENGTH:** 12 month contract

**SUMMARY OF POSITION:**

Groups Volunteers assist the Groups and Projects Officer by providing hospitality to young people attending groups.

**DUTIES:**

**1.0 Reception**

- 1.1 The Groups Volunteer supports the Twenty10 Groups and Projects Officer by:
- Answering the door and welcoming young people
  - Completing orientation to new young people including Groups and Drop-In Form
  - Requesting basic information from young people as they arrive and recording it on the Client Activity Sheet

**2.0 Group Set Up**

- 2.1 The Groups Volunteer supports the Twenty10 Groups and Projects Officer by:
- Helping with setting up and packing up materials and resources before and after group
  - Assisting with food preparation and distribution for young people
  - Encouraging and assisting young people to keep their area clean and tidy

**3.0 Actively Engage with Young People**

- 3.1 The Groups Volunteer supports the Twenty10 Groups and Projects Officer by:
- Attend activities including some off-site activities

- Conversing with young people, utilising a client-focused model
- Informing staff of any incidents needing attention
- Co-facilitating workshops that may match their skills and/or professional expertise

#### ***4.0 Other duties as directed by the Groups and Projects Officer or Coordinator***

4.1 You may be requested to perform other relevant duties as required.

#### **SELECTION CRITERIA:**

All volunteers of Twenty10 must:

- 1) abide by the Twenty10 Code of Conduct
- 2) successfully obtain a Working With Children Check and personal record check through NSW police
- 3) successfully complete our induction and training process

Desirable:

- 1) Previous experience working with at risk young people
- 2) Completion or progress toward qualifications within the human services area
- 3) Highly developed communication skills
- 4) Understanding of issues facing GLBT youth
- 5) Understanding of professional boundaries and confidentiality within a welfare setting