

ROLE STATEMENT

POSITION:	Young Eventsters Youth Volunteer
DIVISION:	Community Wellbeing
UNIT:	Family, Youth and Children's Services
MANAGER:	Executive Manager Family, Youth and Children's Services
DATE UPDATED	October 2024

VOLUNTEER POSITION DECLARATION

I have read and understand the requirements and expectations of this Role Statement. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Role Functions and Expectations. I understand that the information and statements in this Role Statement are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

NAME OF VOLUNTEER: _____

SIGNED: _____

DATED: _____

1. ROLE SUMMARY

Ballarat is a populous and thriving city, uniquely located with easy access to Melbourne, Geelong and Bendigo. As of 2022, young people made up 16.4% of Ballarat's total population, and this number is expected to increase exponentially in the next 15 years.

Young Evensters is a program giving volunteers the opportunity to lead, design and manage events for young people, *by* young people. A major annual event for the Young Evensters is the delivery of the City of Ballarat's Youth Awards. Young Evensters will lead projects and events bringing awareness to and celebrating all the diversity Ballarat has to offer, through recognising days of significance such as NAIDOC week, RUOK day, Transgender Day of Visibility and International Women's Day for example.

Young Evensters is an environment which fosters valuable social connections, skill building, inclusion and teamwork. Young Evensters will have the opportunity to undertake training in Event Management, Media and Marketing, Public Speaking and Project Design. Young Evensters will also be officially recognised as City of Ballarat Volunteers.

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Being a member of Young Evensters is a deeply rewarding experience which requires significant commitment from all members. Young Evensters will take part in weekly meetings (4pm – 6pm on Wednesday evenings during school terms) and may plan / participate in events outside of these hours.

Young Evensters is led by young people with the support of the Youth Services Team. The program will be facilitated by Youth Development Officers, who coordinate operations and provide relevant resources and support.

City of Ballarat's Core Values

<p>We are honest and transparent</p>  <ul style="list-style-type: none"> • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest. 	<p>We are accountable</p>  <ul style="list-style-type: none"> • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect. 	<p>We value everyone</p>  <ul style="list-style-type: none"> • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation. 	<p>We work with and for our community</p>  <ul style="list-style-type: none"> • We seek to understand our community's needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably. 	<p>We work together</p>  <ul style="list-style-type: none"> • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other.
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2. ORGANISATIONAL CONTEXT

Youth Services is a business unit within the Family, Youth and Children's Services Department of the Community Wellbeing Directorate.

The Youth Services team “believes in the vision, voices and creativity of young people” and to achieve this vision Youth Services are guided by our Youth Strategy 2022-2026 and principles of ‘Positive Youth Development’ to facilitate our programs to young people 12 -15 years old.

Youth Services programs are designed to upskill, engage, inspire and provide new opportunities to develop personal skills and interests while creating change in the Ballarat community.

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3. REQUIREMENTS FOR ALL VOLUNTEERS

All potential volunteers are to follow the City of Ballarat's volunteer recruitment procedure which includes:

- Completing a Volunteer Personal Details form.
- An interview by a City of Ballarat employee.
- Two reference checks
- Completing the City of Ballarat induction and compulsory training.
- Adherence to privacy principles and all City of Ballarat policies and procedures.
- Willingness to obtain a Victorian Police Check or Working with Children's' Check (if applicable)
- Adhering to the City of Ballarat HR-18 Child Safe Policy at all times and upholding our statement of commitment to child safety at all times

From a Health and Safety perspective the City of Ballarat requires the following:

- Follow City of Ballarat policies and procedures.
- Follow City of Ballarat COVID-Safe Plan.
- Report hazards and other unsafe practices.
- Report injuries as soon as possible to your Manager/Supervisor.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

The City of Ballarat has a zero tolerance for child abuse and promotes the safety, wellbeing and inclusion of all children, including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and children with disability. We take allegations and concerns very seriously and respond to them consistently in line with our policies and procedures.

4. ROLE FUNCTIONS

Throughout the year, Young Evensters will be responsible for designing and delivering a number of projects and events.

Duties of Young Evensters members will include:

1. Attendance and active participation in weekly meetings
2. Abiding by occupational health and safety standards
3. Event management
4. Project design
5. Media involvement and opportunities
6. Budget planning
7. Promotional and marketing activities / projects
8. Public speaking
9. Participation in training
10. Liaison with community members – sponsors, talent acts, artists, ambassadors etc.

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5. CITY OF BALLARAT'S EXPECTATIONS

- Understand and apply City of Ballarat's policies and procedures.
- Maintain confidentiality of the youth participants, their families and fellow volunteers.
- Report all incidents and/or personal injuries or hazards in the safety register report.
- Understand and comply with the principals of Anti-discrimination and Anti-harassment.
- Display a high level of understanding and commitment of appropriate behaviours when engaging with children relevant to the principles, social and legislative responsibilities of the Child Safety Standards.

6. PERSONAL SPECIFICATIONS

Volunteer Rights

- To be treated with respect.
- To be kept informed about the service, its associated policies and procedures.
- To receive induction and training for the position.
- To receive guidance, support and supervision to perform tasks required.
- To make suggestions on ways to improve the service.
- To be free of discrimination or harassment because of race, religion, gender, sexual orientation, marital status, age or disability.
- To have access to an impartial complaint's resolution procedure.

Volunteer Responsibilities

- To be punctual and reliable
- To attend weekly meetings, training and events
- To advise Youth Services staff if unable to attend a meeting / event as soon as practical
- To sign-in and sign-out of weekly meetings
- To treat all fellow volunteers, staff and community members with respect
- To work respectfully and collaboratively with others and have an open mind
- To be free of alcohol or drugs when at work
- Adhering to the City of Ballarat Child Safe Policy at all times and upholding our commitment to being a child safe organisation
- To respect the privacy and confidentiality of others
- To carry out tasks to the best of your ability and with a positive attitude

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7. SELECTION CRITERIA

Essential

- Aged between 13 and 25 at the time of program commencement (January 23rd, 2025).
- Interest in leadership and commitment to personal development
- Availability to attend meetings and events
- Ability to fulfill time commitments and responsibilities of the role
- If 18 years or older, successful completion of a National Police Check and a current volunteer Working with Children Check (or to be eligible to apply for one)
- Commitment to being part of a safe and inclusive environment
- Ability to abide by child safe principles and expectations for appropriate behaviour towards and in the company of children

Desirable

- Willingness to engage fully in social and teambuilding activities
- Have a passion for celebrating the achievements of young people in Ballarat and creating opportunities for young people to thrive
- Understand event management and project design *or* have a keen willingness to learn
- Have an interest in cultural, wellbeing and community events