

ROLE STATEMENT

POSITION:	SONIKA Program 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 INCUMBENT: _____

SIGNED: _____

DATED: _____

1. ROLE SUMMARY

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 400,000 people.

The City of Ballarat's program 'SONIKA' delivers safe, youth-friendly events for young Victorians aged 13 to 25. All SONIKA events are fully supervised, drug, smoke and alcohol free.

'SONIKA' involves youth volunteers leading the planning, development and delivery of music, cultural and recreational events in their local community. These events provide important event planning experiences, and performance opportunities for local musicians and emerging artists to showcase their talent through local live music events, community art and cultural events.

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Participants who are successfully selected for a 'SONIKA' volunteer position will be given the opportunity to learn about the live music and event management industry, through practical training and peer mentoring, whilst delivering their events to the community of Ballarat throughout the year.

Being a part of the City of Ballarat's SONIKA crew requires a significant level of commitment from all committee members.

Throughout the year SONIKA will have weekly meetings on Thursday nights between 4pm – 6pm during school terms.

Through the weekly meetings, committee members will develop an extensive range of skills including:

- Event Management
- Artist Liaison and Bookings
- Stage Management
- Technical and Sound Production
- Occupational Health and Safety
- Budgeting
- Communication Skills
- Marketing and Promotions
- Inclusion Training

Throughout the year, the SONIKA committee will be responsible for producing, promoting and evaluating at least six live music or arts and culture events within the City of Ballarat.

SONIKA is led by young people and supported by the Youth Services team. The program is facilitated by City of Ballarat's Youth Development Officer, who will coordinate the program and provide relevant resources and support.

2. ORGANISATIONAL CONTEXT

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

The Ballarat Youth Services team "believes in the vision, voices and creativity of young people"

To achieve this vision, a 'Positive Youth Development framework' – a set of standards and principles, guides the work we do with young people.

Ballarat Youth Services aims to empower young people (13-25) to increase their knowledge and skills to participate in education, training, employment cultural and social activities and increase their life chance through the provision of opportunities and activities provided in a capacity building context.

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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.
- One or two satisfactory reference checks.
- Completing the City of Ballarat induction and compulsory training.
- Adherence to privacy principals and all City of Ballarat policies and procedures.
- Willingness to obtain a Victorian Police Check and 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, the SONIKA committee will be responsible for producing, promoting and evaluating at least six music or cultural events within the City of Ballarat.

The duties undertaken by the SONIKA Program Volunteers will include the following:

- Attendance and participation at weekly meetings and SONIKA events and training opportunities
- Event Management
- Promotions and Marketing
- Artist Liaison and Bookings
- Stage Management
- Technical and Sound Production
- Occupational Health and Safety
- Budgeting
- Sponsorship
- Communication Skills

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5. CITY OF BALLARAT'S EXPECTATIONS

- Understand and apply City of Ballarat's policies and procedures.
- Maintain confidentiality of the students, 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.
- Demonstrate a commitment to customer service.
- 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.

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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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 complaints resolution procedure.

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Volunteer Responsibilities

- To be reliable and punctual.
- Advise Youth Engagements and Events Officer as soon as is practicable if unable to attend a session.
- To carry out tasks in a friendly manner as instructed.
- To attend committee meetings, training and information sessions.
- To treat visitors, fellow volunteers and staff with respect.
- To act honestly.
- To work free of the effects of drugs and or alcohol.
- To refrain from discussing any personal details of participants, staff and other volunteers.
- To ensure privacy and confidentiality is maintained at all times
- Sign in at the start of events and sign out at the conclusion of events.
- 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

Clients Rights

- The right to receive services without discrimination.
- The right to privacy and confidentiality.
- The right to dignified, courteous, honest and respectful treatment by staff and volunteers.
- The right to pleasant, reliable and punctual service.
- The right to complain and express their concerns about the service provided to them.
- The right to have complaints dealt with fairly and promptly.

7. SELECTION CRITERIA

Essential

- Aged between 13 and 25 years at time of application
- Availability to attend meetings, events and commitment to the role and its responsibilities.
- Successfully complete a Victorian Police Check and if 18 years or older
- If 18 years or older carry a current Working with Children Check or be eligible to apply for one
- Commit to being part of a safe and inclusive environment
- Ability to observe child safe principles and expectations for appropriate behavior towards and in the company of children

Desirable

- Have an understanding of event management and/or a willingness to learn
- Have a keen interest in live music and/or cultural events
- Relevant experience and/or a proven willingness to learn.
- Willingness to participate in social and team building activities