

VOLUNTEER ROLE STATEMENT

POSITION:	Social Activity Volunteers
DIVISION:	Community Wellbeing
UNIT:	Ageing Well - Libraries and Lifelong Learning
MANAGER:	Executive Manager Libraries and Lifelong Learning
DATE UPDATED	March 2025

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

The Social Activity Volunteers were established to promote and support opportunities for older people to participate in accessible, inclusive, and affordable social and recreational initiatives.

As we age, our bodies change and physical activity becomes even more important to help us continue to perform tasks in our daily lives. This is especially true for older adults to maintain physical and mental health as we age. Physical activity can help reduce the risk of many health conditions and give us energy, help us maintain a positive mood and keep us strong.

The initial intake of Social Activity Volunteers will be ambassadors who support the promotion and increased activation of Seniors Exercise Parks across Ballarat. This will occur through encouraging and guiding community members to participate in physical activity programs using the Seniors Exercise Park equipment. Each Seniors Exercise Park will have a regular weekly schedule of activations that will be promoted to community, community organisations and groups through volunteer networks and City of Ballarat promotional platforms.

Social Activity Volunteers will work as part of a volunteer team at each session. At least two volunteers will attend each session.

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2. ORGANISATIONAL CONTEXT

Ageing Well Services is a business unit within Libraries and Lifelong Learning Department of the Community Wellbeing Directorate.

The City of Ballarat's Ageing Well Services provides social, and community support that aims to reduce social isolation, improve connectedness and the health and wellbeing of people 55 years or older in the community.

Ageing Well Services aligns its programs and activities to the Ageing Well in Ballarat Strategy which has the vision to create an age-friendly community where people feel valued, connected, included, and respected and feel confident to participate fully in life however they choose.

The City of Ballarat has invested in community infrastructure with Seniors Exercise Parks located at Mt Pleasant Reserve, MR Power Park Sebastopol, and soon to be installed at Lucas Central Park. The Seniors Exercise Parks across the municipality are equipped with specialist exercise equipment and are designed to support our community to remain healthy, engaged and socially connected.

3. CITY OF BALLARAT 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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4. ROLE FUNCTIONS

- Promote activation and usage of Seniors Exercise Parks across the City of Ballarat
- Support and encourage physical activity contributing to creating a 'community' of users of Seniors Exercise Parks through welcoming and positive interactions in activities
- Promote and assist navigation to resources that provide community members with the instructional training, guidance and support for the safe usage of exercise equipment. Resources include equipment signage, My ENJOY Health App and equipment QR Codes. These resources collectively provide
 - Information about safe usage of equipment
 - Instructions and 'how to videos' for each exercise station
 - Outlines of exercising options available
 - Demonstration of correct exercise techniques
 - Tips regarding safety for exercises, stretching, preparation, and progression
 - Featured programs, workouts, exercise and video resources.
- Conduct regular equipment safety inspections, reporting any issues to City of Ballarat
- Record number of attendees at gatherings
- Promote further opportunities for social connection and recreational activities available in our community to residents aged 55 years and over.

***Important Notes** - Social Activity Volunteers are not required to, and must not as part of their volunteer role:

- Assume a role as an instructor or a trainer
- Provide medical advice to participants
- Prescribe exercises
- Change/modify exercises for participants with a medical problem or any health risk factor.

Instructional exercise guidance is provided via My Enjoy Health App, equipment signage and exercise equipment QR codes. The My ENJOY Health App can be downloaded to a mobile device from the App store or Google Play store.

5. REQUIREMENTS FOR ALL VOLUNTEERS

All Social Activity Volunteers are to follow the City of Ballarat's volunteer recruitment procedure which includes:

- Completing a Volunteer Personal Details form
- Attending interview with Ageing Well Services
- Reference checks
- Completing the City of Ballarat induction and compulsory training
- Adherence to privacy principles and to all City of Ballarat policies and procedures
- Willingness to obtain a Police Check or Working with Children's' Check
- Always Adhering to the City of Ballarat's HR-18 Child Safe Policy, and upholding the statement of commitment to child safety at all times
- Suitable level of fitness and physical ability to attend and navigate Seniors Exercise Park environments for activations.

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

- Follow City of Ballarat policies and procedures
- Report hazards, incidents, injuries, and unsafe practices as soon as possible.
- Report injuries as soon as possible to your supervisor
- Participate constructively in all forums set up to investigate, improve or communicate safety.

6. CITY OF BALLARAT'S EXPECTATIONS

- Understand and apply City of Ballarat's policies and procedures
- Maintain confidentiality of 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 principles of anti-discrimination and anti-harassment
- Display a high level of understanding and commitment to appropriate behaviours when engaging with children relevant to the principles, social and legislative responsibilities of the Child Safety Standards.

7. 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 required tasks.
- To make suggestions on ways to improve the program.
- To be free of discrimination or harassment because of race, religion, gender, sexual orientation, marital status, age, or disability.
- To have access to the organisation's impartial complaint's resolution procedure.

Volunteer Responsibilities

- Commit to being available as part of a regular roster for Seniors Exercise Park activities.
- To be reliable and punctual.
- Advise Ageing Well Services staff as soon as is practicable if unable to attend a session.
- Work collaboratively with other Social Activity Volunteers
- Carry out tasks in a friendly manner within the volunteer role framework of responsibilities.
- Attend meetings, training, and information sessions.
- To treat participants, 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
- Always Adhering to the City of Ballarat HR-18 Child Safe Policy and upholding our statement of commitment to child safety at all times

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8. SELECTION CRITERIA

Essential

- Enthusiastic and passionate about creating age-friendly spaces and environments
- Availability and willingness to promote and attend timetabled activities that activate the usage of Seniors Exercise Parks across the City of Ballarat
- Commitment to ensuring a safe and inclusive environment
- Strong communication skills, confident speaking to individuals and groups in role as 'ambassador'
- Ability to work as part of a team
- Have completed or willingness to undertake a current National Police Check (no more than 6 months old) and volunteer Working with Children Check (WWCC)
- Ability to observe child safe principles and expectations for appropriate behavior towards and in the company of children

Desirable

- Digital Literacy to support guidance and usage of instructional resources
- Have lived experience that will help us to include older people from diverse groups. For example, you live with disability, are a carer, or a First Nations person.
- Interest in local government and civic duties

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously, and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers, and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.