



Knox Nocturnals Youth Program Unique Volunteering Opportunities

The Knox Nocturnals Youth Program is a Knox Empowering Communities project funded by the Victorian Government's Empowering Communities initiative as part of the Building Safer Communities Program.

VOLUNTEER ROLE DESCRIPTIONS

Each of the volunteers must:

- Provide a current WWC
- Have a current Police Check
- Attend a mandatory 3 hr Training and Induction session
- Satisfactorily complete online Child Safety training

Volunteers will be role models for the young attendees and as such will adhere to best practices in dealing with others, including young people, to ensure a friendly, safe and inclusive environment.

Expectations of the volunteers will be set out in a Code of Conduct that conforms with the Government Child Safety Standards which came into force in Victoria on 1 July 2022.

The program starts in July 2023 and runs fortnightly (excluding school holidays) to June 2024. Ideally volunteers can commit to attending each fortnight for either the 2023 program (11 Friday nights) or the 2024 program (9 nights)
Each volunteer will be provided with a meal on the night and volunteers will generally be required from 6 pm to 10 pm.

ROLE	TASKS REQUIRED	REQUIREMENTS
Catering Co-Ordinator (1 required)	<ul style="list-style-type: none"> • liaise with the Administration officer to confirm numbers and dietary requirements each week • communicate with the caterer to give the numbers and dietary requirements each week • ensure dining area is set up ready for the dinner, which may involve moving tables and chairs • to coordinate providing dinner and supper to participants, staff and volunteers in accordance with safe food and handling requirements. • organise cleaning up dining area and washing and storing dinner crockery and cutlery • ensure that any garbage is dealt with appropriately • organise preparation and serving of supper and cleaning up afterwards, which may involve moving tables and chairs back • supervise catering helpers 	<ul style="list-style-type: none"> • Have a valid Food Handling Certificate • Catering and /or meal preparation experience

<p>Catering general helper (2 required)</p>	<ul style="list-style-type: none"> assist with setting up for dinner, which may involve moving tables and chairs assist with serving the meal, cleaning up afterwards and washing dishes, as directed by the Catering Co-ordinator assist with preparing, serving and cleaning up supper (eg cutting up fruit) 	
<p>Transport Co-Ordinator – may also be a driver or bus jockey (1 required)</p>	<ul style="list-style-type: none"> ensure the arrangements for collection of two buses from the Budget depot are in place for use on the night. liaise with the administration officer regarding which students need to be transported home and allocate the students to one of the buses to provide a logical drop-off route confirm with registration desk if any extra students need to be allocated to a bus ensure that each bus has a driver and jockey provide the jockey with a list of addresses and a proposed route before the end of the session. 	<ul style="list-style-type: none"> Strict adherence to confidentiality regarding participant information
<p>Bus driver (2 required)</p>	<ul style="list-style-type: none"> ensure the safety and wellbeing of participants being transported operate bus in such a way that road and safety regulations are always followed; report any traffic violations to the Program Manager immediately follow procedures to guarantee no young person is left alone on bus without two adults at any time, including ensuring all passengers have departed bus at the end of all bus routes in case of accidents/emergencies, evacuate passengers according to written and practiced procedures - In the event of an accident, assure that medical emergency procedures are followed; complete a written accident report as required. collect a bus before 5.30 pm from the Budget depot Their car will be left at the depot for the evening or overnight check the condition of the bus before leaving the depot to ensure that any dints etc are recorded/photographed ensure the bus is clear of rubbish at the end of the run fill the bus with petrol/diesel prior to returning it (money to be provided from the program co-ordinator) deliver the bus back at the end of the run or next morning 	<ul style="list-style-type: none"> Mandatory A current driver's licence Ability to relate well to young people. Attention to safety. Strict adherence to confidentiality regarding participant information <p>Desirable : Current, clean Commercial Passenger Vehicle and Bus Driver Accreditation</p>

<p>Bus jockey (2 required)</p>	<ul style="list-style-type: none"> • provide any general assistance during the evening activities • support the safety and wellbeing of participants on the bus • check off the students as they board the bus and as they leave the bus • accompany the bus driver on the run to deliver the students • support appropriate behaviour and safety on bus • assist the driver to ensure the bus is clear of rubbish before it is returned 	<p>Strict adherence to confidentiality regarding participant information</p>
<p>General helpers</p>	<p>Assist with tasks such as:</p> <ul style="list-style-type: none"> • put out signs • direct cars in the car park • put out and collect equipment for the activities • assist on the registration desk with participant and volunteer sign-ins • assist with cleaning up at the end of the night 	<p>Ability to relate well to young people and work cooperatively in a team.</p> <p>Flexibility and ability to change tasks depending upon requirements.</p>
<p>Program Activity Support</p>	<p>Assist the activity providers by</p> <ul style="list-style-type: none"> • supporting a safe and inclusive environment in the activity groups • assist in reinforcing positive behaviours in the group • moving with a group between activities to assist with group movement • encouraging participation in the activities • assisting ProActivity as requested in running the activities • providing a positive role model • being alert for issues that might need to be drawn to the attention of the Youth Worker 	<p>Experience working with young people, such as in a sport, recreational or wellbeing environment.</p> <p>Ability to relate well to young people and encourage participation.</p>