



Knox Nocturnals Youth Program Unique Volunteering Opportunities

VOLUNTEER ROLE DESCRIPTIONS

Each of the volunteers must:

- Provide a current WWC
- Have a current Police Check
- Attend a face-to-face 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 next phase of the program starts on Friday October 18th and runs fortnightly. The last session for 2024 will be on Friday December 13th.

Volunteers can indicate for which sessions they will be available.

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
<p>Catering</p> <p>(2 required)</p>	<ul style="list-style-type: none"> • assist with setting up for dinner • assist with serving the meal for participants, staff and volunteers, cleaning up afterwards and washing platters and serving implements • assist with preparing, serving and cleaning up supper (eg cutting up fruit) • deal with garbage appropriately • put left over dinner into plastic containers for distribution 	
<p>Bus driver</p> <p>(2 required)</p>	<ul style="list-style-type: none"> • collect the bus from Budget Bayswater before 5 pm, do the paperwork and check for condition of bus, noting or photographing any preexisting damage/dints before leaving the depot • during the session work with other bus driver and jockeys to use the app to plan a route and distribution of passengers • 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 	<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>immediately</p> <ul style="list-style-type: none"> • 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. • 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 to Budget Bayswater at the end of the run 	
<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 tables and chairs for dinner and put tables and chairs away at the end of the session • 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>