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| --- | --- |
| Position Title |  |
| Volunteer Name |  |
| Primary Work Area |  |
| Reports to |  |
| Time Commitment | xx hours per week approximately  Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday (delete days not applicable) |
| Term | For a period of xx months *OR*  Through until completion of xxxxx project *OR*  Until cancelled by either party |
| Expenses | Mileage costs reimbursed and approved out of pocket expenses up to the value of $xx |

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| Our Purpose | |  |
| Our Vision | |  |
| Our Values | | * Honesty * Integrity * Promise Keeping * Fidelity * Fairness * Caring for others * Pursuit of excellence * Accountability |
| **Position purpose** | | |
| Add a brief description of why the role exists | | |
|  | | |
| **KEY RESULT AREAS** | | |
| **Assisting to deliver** | | |
| Outcomes | The help the organisation meet its purpose and principles. | |
| Key Responsibilities | * Providing other client support in agreement with xxxxxxxxxxxxxxx * Perform other duties which may reasonably be required which fit the organisations Volunteer Policy, the role’s purpose, and for which the volunteer is qualified or has received adequate training or instruction. | |
| **Health, Safety and Environment** | | |
| Outcomes | A safe and healthy environment is maintained at all times. | |
| Key Responsibilities | * Take individual responsibility for Healthy and Safety practices * Comply with occupational health and safety legislation and regulations. * Be familiar with and observe all safe work policies, procedures and instructions. * Promote and participate in health and safety, maintain a safe workplace, and ensure that all equipment is used correctly at all times. * Take responsibility for own health and safety and ensure no action or inaction on your part harms other in the workplace. | |
| Key Internal relationships | | |
| * Name of organisation Board Members * Contractors * Volunteers   Key External relationships   * Local Community * Local Government * Funders | | |
|  | | |

## **Competencies**

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| Self-management | Effectively plans and organises work to achieve desired outcomes; proactive, remains focused, takes action to overcome obstacles and follows through to completion |
| Integrity | Is fair, open, honest and consistent in behaviour and can be relied upon; is receptive to multicultural issues; generates confidence in others through professional and ethical behaviour |
| Innovation | Questions the way things are done; encourages the discussion, free debate and generation of creative ideas and solutions; learns from past mistakes; generates new and creative ideas to improve the status quo |
| Teamwork | Works co-operatively, respects and is open with others in a team-setting in order to achieve results and team goals |
| Relationship building | Builds and maintains positive and productive working relationships and networks; consults widely; is sensitive towards different peoples and cultures |

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| **Personal Specifications** | |
| **Qualifications (or equivalent level of learning)** | |
| **Essential** | **Desirable** |
| Full clean current NZ Drivers licence and access to reliable vehicle | CPR Trained |
| **Experience** | |
| **Essential** | **Desirable** |
|  |  |
| **Knowledge** | |
| **Essential** | **Desirable** |
|  |  |
| **Skills** | |
| **Essential** | **Desirable** |
| Ability to work independently and within set policies and procedures |  |
| Excellent written and oral communication skills |  |
| Ability to communicate clearly and politely with stakeholders |  |
| **Other** | |
| **Essential** | **Desirable** |
| Good organisational skills | Ability to problem solve |
|  | |
| **Delegations** | |
| This volunteer position has no delegated levels of authority to act on behalf of the organisation. | |
|  | |

Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_