

## Role Description

**Title:** Volunteer Activity Support

**Reports to:** Volunteer Coordinator

The Activity Support role is to become part of a team supporting older frail people and people with disabilities participating in Gateway activities and programs (such as Big Catch Fishing, Woodwork Club, Flexi Friends Program etc). This can be achieved through providing social and (limited) physical support to clients during programs based at community centres or other community locations.

### ***Responsibilities & Tasks:***

- ❖ Assist client/s to participate in activity in a non-judgemental way.
- ❖ Ensure client/s is/are supported physically when necessary eg: assistance with ambulating, getting in and out of bus, holding and using equipment.
- ❖ Assist with client socially eg: provide companionship / conversation.
- ❖ Assist with preparation and serving of morning/afternoon tea or lunch.
- ❖ Assist in setting up and packing up of equipment.
- ❖ Assist the team leader to orientate new clients and volunteers.
- ❖ Attend team meetings to assist with planning (optional).
- ❖ Be supportive and considerate of others' needs.
- ❖ Uphold 'Duty of Care' principles at all times.
- ❖ Maintain privacy and confidentiality relating to personal details of Gateway clients.

### ***Skills & Abilities:***

- ❖ Effective communication skills, particularly listening.
- ❖ Physical ability to assist client in walking, getting in and out of wheelchair (if required), getting in and out of vehicle (if required)
- ❖ Understanding of and respect for difference (cultural, religious, generational, disability etc)
- ❖ Ability to demonstrate initiative and work as part of a team.