

Role Description

Title: Volunteer Team Leader

Reports to: Volunteer Coordinator

The Volunteer Team Leader supports the **Planned Activity Group Coordinator** in the planning and delivery of each Community Wellbeing Program.

Responsibilities & Tasks:

- Assist in the induction of new volunteers and clients
- Support all volunteers in understanding their role and responsibilities
- Ensure clients are appropriately supported by team volunteers
- Ensure that program fees are collected from each client
- Complete the client and volunteer attendance lists
- Delegate tasks to volunteers as required
- Ensure that activities are conducted and meals are provided as per agreed activity plan
- Communicate program changes to volunteers and clients
- Act in a responsible manner that complies with Occupational Health and Safety (OH&S) legislation
- Alert Gateway to any (OH&S) risks and complete an incident/accident report as required
- Attend PAG planning meetings to assist with activity planning and review processes
- Maintain regular communication and provide feedback to the Gateway PAG Coordinators