

Description of Volunteer Role

Version: 2024

Statement of Duties

Duties

1. Assisting teachers with school-based tasks, including:
 - display set-up
 - resource preparation
 - book covering.
2. Supporting literacy and numeracy activities, including:
 - individual / group reading
 - mathematics activities.
3. Assisting in a wide range of day-to-day school activities, such as:
 - photocopying
 - processing library books
 - general classroom activities
 - editing school magazine
 - laminating.
4. Assisting in school lunches and catering:
 - general food handling
 - preparing sandwiches
 - cooking BBQs
 - serving at the counter
 - wiping down counters
 - washing and putting away utensils
 - general cleaning duties
5. Assisting teaching staff in coordinating an excursions/camps by:
 - supervising students as required
 - assisting with post-meal mess clean-up
 - taking students to/from toilets, drinking fountains etc.
 - praising appropriate behaviour and encouraging modification of inappropriate behaviour
 - modelling acceptable behaviour and language.
6. Assisting with Sporting Teams
 - committee member
 - coaching
 - official e.g., Team Manager, Property Manager, Time Keeper, etc...
 - umpire
7. Helping in the school garden
 - setting up and packing away gardening equipment.
 - encouraging students to participate in gardening activities.
 - Planting and harvesting vegetables and cooking with groups of children.
8. Assisting with School Events
 - setting up and packing away equipment
 - MCing events
 - running stalls / activities
 - timekeeping / judging events
 - supervising students as required
9. Other duties as directed.

Selection Criteria	
Commitment to Catholic education	<ul style="list-style-type: none"> • An understanding of and respect for the school values of St Mel's
Child safety	<p>The volunteer must:</p> <ul style="list-style-type: none"> • have experience of working with children • demonstrate an understanding of appropriate behaviours when engaging with children • be a suitable person to engage in child-connected work • hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
Skills/attributes	<p>The volunteer will have:</p> <ul style="list-style-type: none"> • Ability to work as part of a team • Good oral and written communication skills, including ability to communicate with children, parents and the school community • Ability and willingness to accept policy directives • Maturity