

# Volunteer Role Description

## Your Details

First Name:		Surname:	
Role:	<b>Driving The Future Mentor</b>		
Volunteer Program/s:	<b>Youth Development</b>		
Department:	<b>Community &amp; Development</b>		
Staff Only	Record No:		

## Youth Development Programs

Youth Development programs are designed to meet the interests and needs of young people in the Victor Harbor community. The programs coordinated by the Youth Development Officer are to be positive, vibrant, engaging, and inclusive programs that support young people in connecting with one another and building positive relationships with trusted adults.

## Role Overview – Driving the Future Mentor

The Driving the Future program is designed to provide support and guidance to young people between the ages of 16 -25 who are facing multiple barriers in obtaining their driver's license. As a Driving the Future Mentor you will supervise driving sessions of up to 2 hours to support young people in gaining their 75 hours of driving experience. Your primary responsibility is to assist young drivers in developing safe driving habits, increasing their confidence behind the wheel and ensuring they understand and adhere to traffic laws and regulations. In addition to this you have the opportunity to build a safe relationship with the young people you mentor, listening to them while providing encouragement and support.

## Location

Various locations around the City of Victor Harbor.

## Key Employee Relationships

The Youth Development Officer

## Time Commitment

Driving the Future mentors are required to commit to minimum of 2 hours per week. If volunteers are unable to do 2 hours per week this will affect how long a young person will take to complete their 75 hours of driving experience. This amount can be negotiated with the youth development officer.

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## Key Activities

- Provide one-on-one guidance and support to learner drivers during their driving session.
- Offer constructive feedback and encouragement to help learners improve their driving skills.
- Share your knowledge and experience to build their understanding of safe driving practices.
- Promote a strong commitment to safety.
- Encourage compliance with speed limits, traffic signals, and other traffic road laws.
- Listen to young people and their concerns and provide encouragement and support.

## Benefits of the Role

- Meeting new people and making a positive difference in their lives.
- Develop new social networks with staff, volunteers, and young people.
- Apply existing knowledge and skills.
- Opportunity to learn new skills and increase knowledge.
- Training and personal development opportunities.
- Friendly supportive environment.
- Contribute to the well-being of young people in the community.

## Skills, Knowledge, Experience and Qualifications

- Demonstrated capacity to support a learner driver in on- road experience.
- Satisfactory driving record
- Excellent knowledge of current SA road rules
- Knowledge of child safe environment guidelines
- Be interested and passionate about the wellbeing of young people in our community.
- Be empathetic and caring of all young people.
- Have capacity to be committed yet flexible.
- Be respectful of differences in cultures, abilities and backgrounds.
- Have an open communication style.
- Be patient and a good listener.
- Be able to work as part of a team.
- Hold a current Working with Children Check
- Understanding of the vision of the City of Victor Harbor.
- Understanding of the City of Victor Harbor Volunteer Policy and Volunteer Code of Conduct.

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## Mandatory Requirements

- Adherence to City of Victor Harbor Safe Environment Policy including the following screening checks: Working with Children Check, and safe environment training.
- A relevant South Australian driver's license
- Minimum 2 years driving experience on an unrestricted South Australian License.
- Notification of your COVID vaccination status (if required by your Program).

## Training

As a Council volunteer you will be required to participate in the following sessions to ensure you are appropriately prepared for your role:

- City of Victor Harbor Volunteer Induction (preferably prior to commencing your volunteering role).
- Site specific and role specific program induction, including specific Work Health & Safety training.
- "Through their eyes" Child Safe Environments Training
- One driving session with a qualified Motor Driving Instructor (MDI)
- COVID Awareness will be included as part of your induction and some programs will require you to complete an online COVID Marshal or COVID-19 Infection Control training course.

Council will endeavor to provide flexible training options, however, where essential training and refreshers are required, attendance is compulsory to ensure that we continue to provide a safe environment for our volunteers and clients.

## Your Responsibilities

- Work within the guidelines provided by this role description.
- Take reasonable care for your safety and the safety of others.
- Attend regular meetings and training deemed to be essential for your role.
- Be reliable in keeping appointments.
- Comply with all policies, procedures, guidelines, and instructions relevant to your role.
- Adhere to the City of Victor Harbor's Code of Conduct which incorporates volunteers.
- To understand and have a respect for confidentiality.
- To accept direction and supervision from the Youth Development Officer.

## Work Health and Safety

Under the Work Health and Safety Act volunteers are defined as 'workers' and included equally with employees, contractors etc in all matters relating to Work, Health and Safety.

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Volunteers are equally responsible for the care of their own health and safety and that of others at their work place. Volunteers of the City of Victor Harbor must:

- Follow all established policies and procedures of Council which apply to the tasks you have volunteered to perform.
- Have an awareness of Hazard Profile and Risk Assessment documents, follow Safe Operating Procedures and use Personal Protective Equipment as advised by the Volunteer Program Coordinator.
- Report hazards to supervisors to minimize and control risk.
- Report immediately (or as soon as practicable) any near miss, incident or injury which arises in the course of your volunteer duties.
- Adhere to Council's commitment to a smoke free workplace and agree to refrain from smoking in or around Council owned offices and buildings, within Council-owned vehicles or around minors.

### Code of Conduct for Volunteers

The Code of Conduct for Employees Policy details the standards expected of all volunteers whilst volunteering with City of Victor Harbor, and includes the rights and responsibilities of both volunteers and the organization.

### Feedback and Support

- A 3-month probationary period is required to ensure that you settle in well and the role is right for you.
- Your Volunteer Program Coordinator will provide regular support and guidance to make sure you are getting the most out of your volunteering. This will be supported by the relevant Program staff.
- To evaluate the volunteer program and your role within it, your Volunteer Program Coordinator will engage you in an annual catch up to share feedback regarding your volunteering experience, training, support and future.

I have read and understand this Volunteer Role Description and agree to abide by the conditions outlined.

<b>Volunteer Signature</b>	<b>Date</b>
<b>Parent Guardian (if under 18 years)</b>	<b>Date</b>
<b>Volunteer Program Coordinator Signature</b>	<b>Date</b>