

# Position Description

<b>Role Dimensions:</b>			
<b>Position title:</b>	Volunteer Leader - Camp Twinkletoes 2017	<b>Division:</b>	Events
<b>Reports to:</b>	Camp Coordinator	<b>Hours:</b>	1 day training + 1 day of Camp
<b>Direct reports:</b>	Nil	<b>Location:</b>	AONSW North Ryde office (training) + The Tops Convention Centre (Camp)
<b>Classification:</b>	Volunteer	<b>Date:</b>	Leader Training Day: Sat 11 March 2017  Camp Twinkletoes: Sat 8 April 2017
<b>About Arthritis &amp; Osteoporosis New South Wales</b>			
<p><b>Our Purpose</b></p> <p>A community free from Arthritis Excellence in service which promote the prevention and treatment of Arthritis.</p>		<p><b>At AONSW we value:</b></p> <ul style="list-style-type: none"> <li>▪ Accountability</li> <li>▪ Communication</li> <li>▪ Respect</li> <li>▪ Best informed practice</li> <li>▪ Commitment</li> <li>▪ Positive attitude</li> <li>▪ Integrity</li> </ul>	
<p><b>Our Community</b></p> <p>Arthritis &amp; Osteoporosis NSW supports people of all ages living with arthritis and other musculoskeletal conditions.</p> <ul style="list-style-type: none"> <li>▪ We provide support, advice and information for people with arthritis or other musculoskeletal conditions and their families</li> <li>▪ We enable people to develop self-management skills</li> <li>▪ We promote community awareness of the issues associated with arthritis and other musculoskeletal conditions</li> <li>▪ We work with health professionals to improve management of arthritis and early diagnosis</li> <li>▪ We provide seminars and community programs for the community and health professionals</li> <li>▪ We support research into the causes and treatment of arthritis and other musculoskeletal conditions.</li> </ul>			

## **Role Purpose and Objectives:**

Camp Twinkletoes is an annual event designed to help families caring for young children with juvenile arthritis. The program has four essential elements: education for parents, fun for children with juvenile arthritis, much-needed attention for siblings and experience-sharing between families. As a Volunteer Leader at Camp Twinkletoes your role will be to lead the children in activities in order to facilitate parent education sessions on the date specified. Objectives are as follows:

### **Self-motivation:**

- Plan craft and games activities as allocated by AONSW prior to Camp Twinkletoes (during leader training day)
- Run craft and games activities during camp

### **Leadership:**

- Be present and punctual for each activity period
- Actively engaged and able to facilitate the program activities as scheduled, meal time periods and other free times as required
- Enforce appropriate safety regulations and emergency procedures

### **Understanding:**

- Encourage all camp members to participate in activities with an understanding that children with juvenile arthritis may not be able to participate in all activities and may require extra assistance
- Appropriate language, patience and manner in dealing with 1 – 8 year olds, as well as their families and AONSW and The Tops staff

### **Assistance:**

- Assist The Tops staff when participating in Tops-run activities
- Assist with other activities as necessary and required by AONSW staff
- A positive, CAN-DO attitude

**Workplace responsibilities:****(Duties and responsibilities necessary for all employees and volunteers to fit into the AONSW team and culture)**

- Adhere to behaviours that will assist in achieving Organisational goals, strategies and values.
- Adhere Work Health & Safety policies, and proactively contribute to maintaining a safe, clean and healthy work environment.
- Adhere to Human Resource policies including anti-discrimination, harassment and victimisation.
- Communicate with clients and colleagues with respect and understanding at all times.
- Maintain a constant focus on building strong client relationships.
- Pursue the highest standards of performance and client service and focus on delivering outstanding results.
- Conduct yourself in an ethical manner at all times.

**Volunteer Service duties and responsibilities:**

Service area:	Key tasks and KPIs:
	<ul style="list-style-type: none"> <li>▪ Attend Leader Training Day at North Ryde AONSW office Saturday 11 March 2017 from 9am – 1pm</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Be in attendance at Camp Twinkletoes education session day and to be willing to assist and/or lead activities allocated on the day</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Assist with the preparation and clean-up of activities</li> <li>▪ Be in attendance at meeting before and after Camp Twinkletoes</li> <li>▪ Be punctual and ready for each session of responsibility</li> </ul>

*Other duties as directed from time to time within your skills range and capacity.***Skills, Knowledge & Experience:**

<b>Volunteer requirements:</b>	<ul style="list-style-type: none"> <li>▪ Criminal History Check</li> <li>▪ Working with Children Check</li> <li>▪ Lifeguard training (preferred)</li> <li>▪ Current First Aide Certificate (desirable)</li> </ul>
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**Behavioural Competencies:**

Interpersonal effectiveness	Cultivates productive working relationships internally and externally. Displays positive attitude and personal drive – energy, integrity and passion.
Communication	Communicates effectively.
Service orientation	Dedicated to meeting the expectations and the needs of clients and AONSW staff.
Privacy	Respects the privacy and confidentiality of any and all information relating to AONSW, its staff, clients and other volunteers.