

Mix It Up – *Live life your way* Volunteer Position Description



1. VOLUNTEER POSITION

Volunteer Position Title: Group Programs Volunteer

Reports to: Program Facilitator and/ or Director

2. VOLUNTEER POSITION OBJECTIVES:

- Provide quality customer service to Mix It Up – Live life your way service users
- Provide assistance to the Program Facilitator & Administration team.

3. VOLUNTEER KEY ACTIVITIES:

- Assist with the setup of the activity
- Meet and greet the group programs participants
- Collect Group booking sheets from Program Facilitator or Admin
- Check off group attendees on booking sheets
- Collect contributions from participants and provide a receipt
- Photocopy and print forms and documents
- Participate in the group activity and provide support where needed
- Record what resources have been used and provide the list to the Program Facilitator and / or Administration team to ensure replacement items can be reordered.
- Assist with the pack up and tidy up from the group activity
- Deliver contributions, receipt book and attendance sheet back to the office
- Comply with Mix It Up – Live life your way's policies and procedures and Volunteer Handbook
- Demonstrates Mix It Up – *Live life your way's* values
- Maintain and adhere to Mix It Up - Live life your way's Code of Practice and Code of Conduct.
- Ability to work with and accept cultural, racial and social diversity.

4. SKILLS & ATTRIBUTES:

- Friendly, approachable and willing to assist participants and other team members
- Ability to volunteer independently as well as participating as a positive team member
- High level of attention to detail and accuracy
- Good written and verbal communication skills
- Reliable and Punctual
- Willingness to follow instruction and procedures.

Issue Date: February 2026	Last review date: 27.02.2026
Revision Number: 27.02.2026_V1	Next review date: February 2027

Mix It Up – *Live life your way* Volunteer Position Description



Note – The services of Volunteer’s role do not include the provision of any financial advice of any kind, to any person or parties engaged with Mix It Up - *Live life your way*.

4. ESSENTIAL REQUIREMENTS:

The Volunteer must hold a current Working with Children’s Check and a NDIS Workers Clearance.

5. WORK HEALTH & SAFETY

- Observe all Work, Health Safety and Welfare policies and procedures, follow directions and report all WHS matters
- Conform to Mix It Up - *Live life your way’s* Code of Practice, Privacy and Confidentiality and all other policies and procedures
- Adhere to legislative requirements including but not limited to the WHS Act 2012, the Disability Discrimination Act and the Equal Opportunity Act

Individual WHS Obligations

All Staff and Volunteers are responsible for;

- Taking care of your own personal safety
- Taking reasonable care to ensure the safety of others
- Complying with verbal instructions given about health and safety matters
- Cooperating with any reasonable written policy or procedure relating to WHS in the workplace.
- Reporting any incident or hazards in the workplace to the Program Facilitator.
- Adhere to Mix It Up – *Live life your way’s* policies and procedures

Note: No Staff or Volunteer are not to undertake any action that is considered unsafe.

6. SAFE ENVIRONMENTS:

Seek advice and support from the Program Facilitator if, on reasonable grounds, you suspect that a participant is being abused or neglected if the suspicion is formed in the course of your volunteer duties.

Inform the Program Facilitator if there is a change in your criminal history status and undertake screenings prior to expiry.

Issue Date: February 2026	Last review date: 27.02.2026
Revision Number: 27.02.2026_V1	Next review date: February 2027

Mix It Up – *Live life your way* Volunteer Position Description



By signing this Volunteer Position Description, the Volunteer and Program Facilitator agree that this is an accurate reflection of the responsibilities and requirements of the position.

Volunteer Signature.....

Volunteer Name.....

Date.....

Program Facilitator Signature.....

Program Facilitator Name.....

Date.....

Issue Date: February 2026	Last review date: 27.02.2026
Revision Number: 27.02.2026_V1	Next review date: February 2027