



## Position Description

**Position Title:** QBLAI Branch Volunteer

**Location:** \_\_\_\_\_

**Primary Purpose of role:** To provide support in the delivery of QBLAI programs and activities in accordance with the policies and procedures set out by QBLAI.

**Reports to:** Designated Supervisor; Branch Coordinator

### Working Relationships

Internal	External
<ul style="list-style-type: none"> <li>Branch Coordinator</li> <li>Designated Supervisor</li> <li>QBLAI Police &amp; Civilian Branch Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Members of the Public</li> </ul>

### Key Responsibilities

- Supervision of youths under 18 years of age, at dance parties, movie nights, family fun days, fundraising events, excursions, sporting activities, camps, Blue EDGE programs or other activities as required.
- Assist the Branch Coordinator and/or other Designated Supervisor with the organisation and management of the Branch; including but not limited to supervision of participants, resource management, administration and planning and any other tasks as deemed necessary by the Branch Coordinator.
- Maintain a high standard of care in regards to child safety, workplace health and safety, behaviour management and supervision of young people.
- Notify your Branch Coordinator and/or other Supervisor at least 2 hours prior if unable to attend a planned activity.

### Knowledge & Experience

- Ability to obtain and maintain a current Working with Children Blue Card issued by Blue Card Services (must be received prior to commencement).
- Ability to supervise and interact effectively with young people and their families.
- Sound oral communication skills.
- Knowledge of, and demonstrated commitment to, the principles and practises of employment equity, ethical behaviour and conduct, and workplace health and safety issues with a proven ability to work well as an individual and as part of a team.

### Sign Off

I understand that my performance will be managed as per the requirements outlined above in this position description. I confirm that I have read, understood, and commit to the above.

**Volunteer Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_