

VOLUNTEER POSITION DESCRIPTION

Drum Theatre Volunteer Mail-Out Assistant

Objective:

Assist staff at the Drum Theatre to collate and pack a range of information promoting the Drum Theatre facilities and providing information on upcoming events to various groups and individuals.

Program Overview:

The Drum Theatre hosts a brilliant selection of professional and locally produced productions. Circulating regular and up to date information about the Theatre is an important promotional role for the Theatre.

Tasks:

Collate and pack a range of materials into envelopes. Prepare envelopes and packages for postal collection.

Skills and other requirements:

- Punctuality and reliability
- Ability to take directions from staff
- Ability to work as part of a team
- Sufficient physical fitness to carry out required tasks
- Good organisational skills
- Good communication skills
- Ability and understanding of working in a diverse community is essential
- Adhere to the Occupational Health and Safety practices

Time commitment:

2 hours once or twice a month

Location of position:

Dandenong Town Hall, The Drum Theatre, 226 Lonsdale Street, Dandenong

Support/training:

The first line of support for volunteers will be the Drum Theatre staff.

In addition, volunteers are offered access to a minimum of four training sessions throughout the year to improve their skills in areas such as manual handling and emergency first aid.

Two formal volunteer recognition events will be held annually.

All volunteers will be provided with a Volunteer Information Kit and Job Description prior to commencement.

A thorough orientation of the service will be provided by program staff or experienced volunteers.

Other Comments:

A clear police report may be required, the Volunteer Co-ordinator will assist with this and there is no cost to the volunteer.

Contact Person:

If you have any further questions, please contact Trish Roche, Co-ordinator, Volunteer Program, on 8571 5335, or email proche@cgd.vic.gov.au.

GREATER DANDENONG

AN ORGANISATION OF EXCEPTIONAL CHARACTER



- We **respect** and care about our community, each other and ourselves.
- We act with **integrity** at all times and in all matters.
- We take time to **listen** to and seek to understand the other point of view.
- We strive to understand and respect the **diversity** of our community and our workplace.
- We understand **our role** in the community and **respect** the responsibility that comes with it.



- We **listen** to our community and respond.
- We **work together** with our community and each other, to achieve the best outcome.
- We have the **confidence** to **challenge** the status quo, to reach for better outcomes.
- We are **action-oriented** in identifying and responding to new challenges.



- We are **proud** of our city, our community and our achievements.
- We spend our time and effort on **solutions** rather than looking for someone to blame.
- We take **responsibility** for our actions.



- We **care** about getting the best outcomes.
- We constantly ask: *What's the **future** and **what's possible**?*
- We have the **courage** to try new ideas.
- We strive for **excellence** in everything we do.



- We tell the **truth**, even when we know people may not want to hear it.
- We form our opinions and give advice from sound, **evidence based** research.
- We act with humility and apply the **highest standards** of ethical behavior to everything we do.

