



## Position Description

- Position:** Working Group Volunteer
- Reports to:** This position reports to the Board of Management Delegate.
- Hours:** As per meeting schedule.
- Description:** Working group volunteers are responsible for working within the group made up of other Volunteers, Board Delegate and the Centre Manager, to fulfil actions from Community Hub Inc.'s Annual Plan as delegated by the Board of Management across the various working groups.
- The Working Groups currently in operation are Finance, OH&S and Facility Management, Marketing and Communication, and Projects, Programs and Grants.
- Prerequisites:** Working with Children's Checks. Interest specific working group activities or general interest in Community Services.

### **Main Duties:**

- Support CHI to fulfil the actions from the Community Hub Inc.'s Annual Plan as delegated by the Board of Management across the various working groups.
- Input towards the new Strategic Document and Action Plan
- Participation in Working Group meetings.

### **Skill Development Opportunities:**

Dependent upon the working group you volunteer in you can develop skills in financial management, project and events management, and workplace safety management, communications and marketing. All working group volunteers will have the opportunity to develop skills in meeting etiquette, minute taking, leadership, critical thinking (problem solving) teamwork and experience working in the Community Service sector.

### **Potential Employment Pathway:**

Given the very broad range of opportunities through the working groups, involvement can give a basic grounding in Community Services as described above. With additional training volunteers could branch out into a range of employment opportunities and participation can contribute to work readiness development.