

Volunteer position	Program	Team	Reporting to
Innovation Lab Tutor	Community & Culture	Culture & Lifelong Learning	Digital Services Coordinator/ Digital Support Officer

Adelaide City Council's volunteer program

Activities of Adelaide City Council's Volunteer Program contribute to delivery of the City of Adelaide 2016 - 2020 Strategic Plan.

Volunteering is highly valued in the City of Adelaide with volunteer activities contributing significantly to the positive experiences of residents, businesses, visitors and students.

Volunteer vision

Volunteers will be given the opportunity to share their passions, abilities and skills in meaningful ways that strengthen community capacity.

Activities of Adelaide City Council's Volunteer Program create a sense of belonging, enable creative expression, promote social inclusion, challenge inequity, encourage sustainable practices, and promote wellbeing in City Communities.

Brief description of the role

To provide support, guidance and tuition to customers interested in learning about new & emerging technologies in the Innovation Lab such as 3-D printers, robotics, and Virtual Reality.

Tasks

- Ensure safety guidelines are followed
- Open & close lab
- Demonstrate 3D printers, robotics and other technology to customers
- Teach customers to use design software and various new technologies
- Run small workshops
- Trouble shoot various technologies
- Continue to learn new technologies

Essential & desirable skills, knowledge & personal qualities

Essential

- Excellent customer service and able to communicate with people from diverse backgrounds
- Able to work as a team member and individually as required
- Interest in working in a collaborative and creative environment
- Interest in new and emerging technologies
- Interest in small scale design (3-D printers, laser cutters etc)
- Interest in virtual reality, robotics and computer programming
- Experience and confidence working with computers
- Ability to troubleshoot both hardware and software issues
- Ability to learn and teach new skills

Desirable

- Experience in delivering training
- Experience in a related field eg engineering, computer programming

Training, induction and time commitment

Training & Induction

All volunteers must participate in the Adelaide City Council's:

- Volunteer generic induction
- Site specific induction (inclusive of manual handling training and operating procedures where necessary)
- Completion of the online Workplace Health and Safety module
- Attend training provided by the Volunteer Supervisor to maintain or develop skills relevant to the role

Time Commitment

- Work hours will be arranged based on volunteer availability and the Innovation Lab opening times and training program schedule.
- It is expected that volunteers will complete at least one shift (2-4 hours) per week
- Attendance at meetings and training as organised by the Digital Services Coordinator and/or the Volunteer Supervisor.

Additional requirements

- All council volunteers are required to have a satisfactory current National Criminal History Clearance. This will be provided and updated every 3 years by Adelaide City Council
- Comply with all Council policies and procedures outlined in the Volunteer Handbook
- Adhere to all Work Health and Safety instructions and advice provided
- Where required, uniforms and personal protective equipment will be provided by Adelaide City Council to be worn whilst on duty

Benefits

Adelaide City Council volunteers are eligible for the following entitlements and benefits

- A MetroCard for use on public transport for travelling to and from the place of volunteering
- Staff discounts and benefits under the employee 'WRAP' (Work, Recreation and Play) program
- Access to free and confidential 24/7 counselling services via the Employee Assistance Program
- Membership with the Adelaide City Council Social Club (a fee applies)
- A voucher for selected Council UPark's for volunteer shifts when public transport is not a suitable option
- Reimbursement of pre-approved work related telephone and travel costs where appropriate

I have read, understood and agree to abide by the conditions set out in this Volunteer Role Statement.

	Print name	Signature	Date
Volunteer			
Volunteer Coordinator			