

Volunteer position	Program	Team	Reporting to
Media 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

The community will be provided with training, skills, knowledge and lifelong learning opportunities in Media Lab based technologies.

## Tasks

- Provide friendly, supportive and clear training instruction to individuals and groups
- To use the Media Lab software and equipment including but not exclusive to: Apple iMacs, Thunderbolt express dock and adaptors, Mac Office Suite, QuickTime Pro, Pro Tools HD, Sibelius 7, Adobe Creative Cloud, Garage Band, Green Screen, Video Camera HD and tripod, piano
- Up skill in less familiar equipment when required
- Complete Media Lab administrative procedures (e.g. volunteer timesheets and customer attendance and feedback forms).

## 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
- A high level of knowledge in the day to day use of computers and the Media Lab equipment and software
- The ability to be supportive, patient, empathetic and encouraging
- Previous experience as a tutor, or educator

### Desirable

- Experience in the delivery of training

## 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 Media Lab opening times and training program schedule.
- It is expected that volunteers will complete at least one shift (2-4 hours) per week
- Attend quarterly Media Lab/Innovation Lab/ Digital Hub volunteer combined get together and training sessions

## 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			