



VOLUNTEER POSITION DESCRIPTION

POSITION TITLE	Front Door Host
LOCATION	The Venny, 85 Kensington Rd, Kensington VIC entry in JJ Holland Park
HOURS (depending on availability)	Play session shifts between Wednesday-Friday 3:30pm-5:30pm Saturdays 1pm-5pm
DIRECT SUPERVISOR	Danni von der Borch

ABOUT THE VENNY	In close proximity to the Kensington high-rise public housing estate, The Venny provides a supervised 'backyard' and safe haven for at-risk 5 to 16 year olds. It delivers a diverse range of early intervention and prevention programs that build children's resilience. With The Venny's support, children are able to maintain their engagement in education, form stable relationships and develop positive community connections.
ROLE DESCRIPTION	As the front door host your role will be to welcome kids and families into The Venny and ensure contact details are recorded at the door for contact tracing purposes. You will also be required to keep track of the numbers of people entering the space so that we comply with social distancing requirements.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Meet and greet kids and families and welcome them to The Venny • Screen entrants for potential health concerns as part of The Venny's Covid-19 Safe plan. • Check vaccination certificates in accordance with government guidelines. • Record contact details of entrants into a spreadsheet on a laptop. • Keep records of numbers entering and exiting the space to ensure compliance with Covid-19-safe plan. • Take donations using Square point of sale reader.

	<ul style="list-style-type: none"> • Assist in cleaning high contact areas near front entry as part of Covid-19 safe plan. • Work cooperatively at all times and actively contribute towards team effectiveness. • Participate in team meetings, briefings, and debriefings as required. • Compliance with The Venny's Child Safe and Covid-19 Safe working practices.
SKILLS & ATTRIBUTES	<ul style="list-style-type: none"> • A welcoming confident and friendly personality. • Excellent interpersonal and communication skills • Basic familiarity with spreadsheets and comfort using a laptop. • The ability to multitask and remain calm. • Ability to work within operational policies and procedures and maintain confidentiality. • The ability to work effectively with people from culturally and linguistically diverse backgrounds (CALD) • Ability to actively support The Venny's purpose and values.
TRAINING PROVIDED	<ul style="list-style-type: none"> • The Front Door Host will be provided with a thorough induction and orientation to their role and to The Venny including a detailed Workplace, Health & Safety briefing.
CHECK REQUIREMENTS	<ul style="list-style-type: none"> • Working with Children Check • National Police History Check
WORK HEALTH AND SAFETY RESPONSIBILITIES	<ul style="list-style-type: none"> • Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm. • Participate in development of safe work methods and risk assessments with your Supervisor when required. • Actively participate in WHS inductions and training when required. • Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified; • Participate in workplace inspections if required. • Take care of any materials or equipment of any kind, including computer and other telecommunication devices. • Participate in emergency preparedness training. • Report all hazards, near misses and damage to The Venny property to your Supervisor. • Report all injuries/illnesses to your Supervisor immediately.

	<ul style="list-style-type: none"> • If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable. • Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.
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Volunteer Applicant Declaration

You and the Venny Supervisor have discussed, read and understood this Volunteer Position Description and agree that you will work within the position responsibilities detailed. Volunteering at The Venny is dependent on the results of background checks that are detailed in this volunteer position description. The Venny reserves the right to prohibit an individual from volunteering if background checks are not to the organisation's satisfaction. In addition, you are required to provide full and up to date disclosure to The Venny in respect to any matter which may affect your capacity to perform the duties associated with the role and in this regard but not limited to, the capacity to interact with children and vulnerable people, and deal with sensitive personal information.

Volunteer Applicant Declaration Signature _____ Date _____

The Venny Supervisor Signature _____ Date _____

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