

INFORMATION PACK



Program Support Volunteer



About Canteen

We get it. Just when life should be full of possibilities, cancer crashes into a young person's world and shatters everything.

We help young people cope with cancer in their family. Through Canteen, they learn to explore and deal with their feelings about cancer, connect with other young people in the same boat and if they've been diagnosed themselves, we provide specialist, youth-specific treatment teams.

No matter which role you are in, volunteering with Canteen is a chance to support young people rebuilding the foundations that crumbled beneath them when cancer turned their world upside down.

Canteen is one of the most highly regarded not for profits in Australia (4th in fact) with one of the most recognisable brands across the country (who doesn't know about the bandanna!).

Volunteering with Canteen is an inspiring, rewarding and purposeful experience that really enables you to be at your best. Canteen has a passion for all things people and are continually working on ways to make our organisation an even better place to work. We have a culture we are proud of and want to find more people who share our commitment, enthusiasm and passion!

Through our regular staff and volunteer engagement surveys, we know that Canteen is fortunate to have one of the most passionate and committed workforces in Australia!



Job Details



Job Title

Program Support
Volunteer



Location

Check Website



Job Type

Volunteer



Reports to

State Manager



Direct Reports

None



Closing Info

Ongoing

Benefits of Volunteering with Canteen

Volunteers are an essential part of our front facing service delivery and success - we could not do it without you!

Canteen not only offers volunteers the opportunity to make a difference in the lives of Young People Living with Cancer but provides you many other benefits such as:

- Developing new skills to help progress your professional career
- Receiving training and professional development
- Being part of a positive, ambitious and high performing team
- Developing a professional network
- Having the opportunity to provide feedback regarding your experience
- Fun and enjoyment
- Sense of purpose and 'giving back'

Role Specifics

Job Purpose

To provide effective support and supervision to young people attending Canteen programs and events

Duties and Responsibilities

Canteen delivers overnight program, workshops and recreational and social events that bring young people together to build peer relationships. As a Program Logistics volunteer, your role will be to support the Program Coordinator to ensure the program or event runs smoothly.

Tasks include but are not limited to:

- Provide general supervision to young people attending programs and events as required under the direction of the Program Coordinator
- Provide input to Canteen staff in relations to individual members
- Setting up and packing down before and after activities during the program
- Participate in the facilitation of activities. Activities may include but may not be limited to sporting activities, educational sessions, group discussions, workshops and debriefs
- Encourage young people to develop supportive relationships with their peers
- Supervise young people during activities and free time
- Observe behaviours and report to a Canteen staff member any behaviour that is likely to impact negatively on others
- Assist and support young people in developing their own skills
- Provide feedback on process improvement techniques where appropriate
- Monitor and enforce curfews and other program rules

Knowledge and Experience

- Willingness to actively participate in programs
- Ability to generate a safe, comfortable and confidential environment
- Effective communication skills

- Demonstrated ability to relate to young people
- Demonstrated ability to work as part of a team

Desirable

- Bronze medallion
- Provide First Aid Certificate
- Demonstrated ability to facilitate discussion groups and workshops

Personal Qualities

- Warm and approachable
- Ability to listen actively and communicate confidently
- Friendly and professional
- High level of integrity, honesty and commitment
- Highly motivated team player

Hours of Work

Canteen overnight program run for up to 3 days (2 nights) and may include pre and post event debriefing sessions. Recreational and social events run anywhere from a couple of hours to a full day. It is expected that you will be able to commit for the duration of the program or event.

Canteen program volunteers for a pool of volunteers the program coordinators in each state will reach out to when planning events. There is no ongoing requirement to regularly volunteer to remain active. We appreciate your time greatly and cannot do what we do without our volunteers, but we equally understand you need flexibility in how and when you can commit to volunteer.

Pre-Engagement Checks

As Canteen's work involves staff being in direct contact with children and young people, all staff, whether paid or unpaid are required to complete police and working with children checks, relevant to the state in which they will be engaged.

Canteen will conduct at least two reference checks on successful applicants and may also require proof of any professional qualifications stated on an application.

General Information

All staff, whether paid or unpaid are required to adhere to Canteen's Human Resources Policies during the course of their engagement.

Canteen is an equal opportunity employer.