

Marcellin College

Marcellin College Community Association Volunteer



Volunteer Department: Marcellin College Community Association (MCCA)

Purpose: To assist with planning and organising school events.

Supervision:

As a volunteer with Marcellin College and a member of the Marcellin Community Association you will be under the supervision of the Director of Community Engagement and Marketing as the Principals representative.

Volunteer Duty and Responsibility:

- *Support and organise school events*
- *Liaise with Caterers*
- *Promote and sell tickets to events*
- *Source prizes and donations.*
- *Co-ordinate raffles*
- *Other duties as directed*

Skills and Attributes desired for the role:

- Ability to work as part of a team
- Good oral and written communication skills including the ability to communicate with children, parents and the wider school community
- Ability and willingness to accept policy directives.
- Discretion in regards to confidential and sensitive information.

Training requirements:

- *Induction training*
- *Child Safety Training*
- *OHS training*
- *EEO*
- *Privacy*

Commitment to Catholic Education

An understanding and respect for the College philosophy and modelling and supporting the goals of the college Mission- Education, Spirituality, Community and Justice. As a Volunteer of the College you support the Catholic ethos and values of Marcellin College.

Child Safety

Marcellin College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community.

All staff at Marcellin College are committed to embedding a culture of Child Safety and implementing all child protection procedures and requirements when engaging volunteers.

For this reason should you be interested in this role we will need to collect the following information from you prior to commencing in the role :

- *WWCC*
- *Resume*
- *Signed copy of Volunteer Agreement (See Attached)*

If you have any questions about these background checks please do not hesitate to contact the compliance officer. Please note that we treat all the information as sensitive and handle it in accordance with privacy laws. You can access our privacy policy on the College website.