

# Volunteer Position Description

## Welcome sports

<b>Status</b>	Volunteer
<b>Reports To</b>	Project Officer – Youth Leadership
<b>Contact</b>	Jay Panchal, M   0431 580 341, E   <a href="mailto:jpanchal@cmy.net.au">jpanchal@cmy.net.au</a>

## Centre for Multicultural Youth

The Centre for Multicultural Youth (CMY) is a Victorian not-for-profit organisation supporting young people from migrant and refugee backgrounds to build better lives in Australia.

Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, CMY works to remove the barriers young people face as they make Australia their home. All CMY staff take an active role in organisational planning and quality improvement. It is a responsibility of all staff, including volunteers, to represent CMY as a caring, professional, and client-focused organisation and promote its range of programs and services.

## Program Area

The **Welcome sports** program contributes to CMY's strategic objective that young people from refugee and migrant backgrounds have access and opportunity to sports and recreation in their area. Through Welcome Sports CMY intends to provide a range of sports and recreation opportunities to young people based in the North West which are facilitated through community sports, local clubs, employment and training within the field.

## Position Summary

Welcome sports volunteers are to support the co-facilitation of the program along with the project officer. Welcome sports will take place across North West Melbourne involving the areas of Hume, Melton and Sunshine\* by providing sports and recreation opportunities to young people from refugee and migrant backgrounds who reside within these three regions. Volunteers will support the project by designing sports clinics for an in school or after school program, school holiday sport program and potential round

# Volunteer Position Description

robin tournament or 'Welcome sports Cup' tournament. Youth participants will be engaged in the program through three different ways:

- Informal school sports and after school sports clinics as well as a school holiday sports program
- Formal sports through becoming members of local sporting clubs and being engaged in competitive sports
- Being given the opportunity to develop a career or gain accreditation in different sporting codes such as (coaching, refereeing, umpiring, youth intern, volunteer or welcome sports champion).

Welcome sports Volunteers will have the opportunity to be involved through all three ways of engagement, as well as contributing to the overall project by giving ideas and contributing to sport activities.

## CMY Responsibilities

Welcome Sports Volunteers can expect CMY to provide:

- Professional development training including the topics of leadership, youth facilitation within sports, how to communicate with stakeholders and accreditation.
- On- going training and supervision opportunities with the project officer during welcome sports and post program opportunities for volunteer roles within CMY
- Prompt, friendly, and respectful communication in and outside of meetings from CMY staff
- An end of year celebration

## Accountabilities

Under the directions and guidance of CMY staff, Welcome sports volunteers are specifically expected to:

Attendance:

# Volunteer Position Description

- Attend online and in person meetings as scheduled while giving input into the co-design process
- Attend welcome sports events, forums, meetings and workshops
- Attend Youth Leadership Volunteer catch up events including end of year celebration event

## Communication:

- Communicate with the Project Officer prior to events to confirm your attendance. (this could include meetings, in school/after school sports, training sessions, project related activities).
- Respond to contact from CMY in a prompt manner
- Sign up to and contribute to regular updates for the CMY's Youth Leadership Communications including the e-Newsletter 'The Mix' and the Young Initiator's Instagram

## Behaviour Standards:

- Adhere to CMY's Child Safety Standards, Code of Conduct and Social media policy
- Undertake and complete a Police Check and Working with Children Check prior to beginning your role as a Shout Out speaker
- Demonstrate a commitment to the values of CMY which include human rights, diversity and participation

## Key Selection Criteria

- Young person aged 18-25yrs from a refugee or migrant background (including young people born in Australia with parents/carers with a refugee/migrant experience)
- Have a passion for sports facilitation and inclusion
- Can be available for project involvement (may include after school and possible weekend sports)
- Ability to travel to the North West or residing in Hume, Brimbank or Melton for project facilitation
- Able to take part in fortnightly meetings to present ideas and co-facilitation (in person and online)
- Available from January 2022 – June 2022 for program involvement

# Volunteer Position Description

## Additional Information

- This role requires the capacity to work flexible hours. Though online and in person meetings will take place usually be after 5:00pm the project may include taking part in sport sessions during school hours and weekend events
- CMY takes Child Safety seriously and all volunteer applicants are subject to screening and assessment against child safety standards as part of our thorough recruitment process. These include but are not limited to Police Record and Working with Children Checks, and child safety focused referee checks. CMY will pay for costs associated with a Police Record Check. CMY volunteers are required to maintain a Working with Children Check, disclose any criminal charges or findings of guilt that arise and submit to regular police checks if required.
- Prospective volunteers must complete an online application, respond to the Key selection criteria, interview, reference checks and attend the training weekend before being accepted into the program.
- CMY is an Equal Opportunity Employer.
- CMY seeks to apply the National Volunteer Standards to support volunteers.
- In the context of Occupational Health & Safety (OH&S) all staff, including volunteers, are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.
- Volunteers are subject to relevant CMY policies as amended from time to time, including equal opportunity, internal complaints, OH&S, and accident and incident management.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_