

## Description of Volunteer Role – St Mel's Shepparton

### Statement of Duties

#### Duties

1. Assisting teachers with school-based tasks, including:
  - display set-up
  - resource preparation
  - book covering.
2. Supporting literacy and numeracy activities, including:
  - group reading
  - mathematics activities.
3. Assisting in a wide range of day-to-day school activities, such as:
  - photocopying
  - processing library books
  - general classroom activities
  - editing school magazine
  - laminating.
4. Assisting in school lunches and catering:
  - general food handling
  - preparing sandwiches
  - serving at the counter
  - wiping down counters
  - washing and putting away utensils
  - general cleaning duties
5. Assisting teaching staff in coordinating an excursions/camps by:
  - supervising students as required
  - assisting with post-meal mess clean-up
  - taking students to/from toilets, drinking fountains etc.
  - praising appropriate behaviour and encouraging modification of inappropriate behaviour
  - modelling acceptable behaviour and language.
6. Helping in the school garden
  - setting up and packing away gardening equipment.
  - encouraging students to participate in gardening activities.
  - Planting and harvesting vegetables and cooking with groups of children.
7. Other duties as directed.

### Selection Criteria

#### Commitment to Catholic education

- An understanding of and respect for the school values of St Mel's

#### Child safety

- The volunteer must:
- have experience of working with children
  - demonstrate an understanding of appropriate behaviours when engaging with children
  - be a suitable person to engage in child-connected work
  - hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.