**Role:** Lunch with the Bunch Program Volunteer

**Reports to:** Volunteer Coordination Officer

**Purpose:** Volunteers play a vital role in the Lunch with the Bunch program. They assist with transport, either through driving a car or ‘jockeying’ on the Council bus, as well as provide support, encourage friendships and conversation whilst at the program.

**Department/Unit overview:** This program is part of Aged & Disability - Volunteer Services.

**Wyndham City:**

**Vision** – Diverse People, One Community, Our Future

**Mission** – We strive to serve the best interests of the Wyndham community by providing quality services; managing growth; and supporting residents to lead healthy, safe, vibrant and productive lives, while protecting our local environment.

**Values** – Integrity, Community Focus, Respect, Commitment, Leadership and Teamwork

**Key Tasks:**

* Encourage friendships through instigating conversation, introducing new clients to each other and encouraging group participation.
* Assist clients to and from their door, accessing venues, ordering meals, cutting up food if requested by the client, collect water jugs, payment of meals, collect tea and coffee.
* Collect a Council car and drive clients to the lunch venue; or ‘jockey’ on the Council bus.
* Transport clients safely; ensure all items are secure in the vehicle (car or bus) e.g. walking frames, bags, wheelchairs, oxygen cylinders.
* Promote independence by allowing clients to perform as many tasks as they are able with minimal assistance.
* Report any concerns regarding the program or clients.
* Ensure cars are refuelled, if required.
* Agree to be part of a team.
* Agree to participate in regular training.

**Desired Attributes:**

* An interest in and an ability to communicate effectively with older adults and adults with a disability.
* Have a valid Victorian Drivers Licence (car) and present a Driver History annually (reimbursed).
* Good knowledge of Wyndham area.

**Police Check:** A police check application will be lodged once a volunteer has been accepted into a program and will be completed every 3 years. There is no cost to the volunteer.

**Support:** Training will be provided for this role. In addition, the Volunteer Coordination Officer will be available for questions and assistance.

**Dress Code:** Neat casual clothes and closed-toe shoes.

**Signed: ............................................................................. Date: ..../..../.........**

**Name: .............................................................................**