

# Volunteer Position Description



**Title:** Rockingham Connect Volunteer Transport Assistant

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## Position Objectives

To assist clients utilising the Rockingham Connect Community Transport service.

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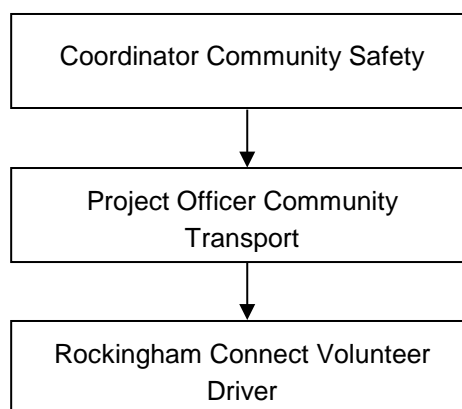
## Organisational Relationships

Reporting to: Project Officer Community Transport

Responsible for: Nil

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## Organisational Chart



## Key Responsibilities

### Transport

- When bus arrives at a clients home, exit the vehicle and advise client that the bus has arrived for their collection
- Clip each clients Rockingham Connect Frequent Client Card prior to them getting onto the bus
- Assist clients in and out of the vehicle, including lowering hand rails and providing support (if required) to secure seat belts
- Answer the Rockingham Connect mobile phone and pass on any instructions to the Rockingham Connect Volunteer Driver
- Provide navigation support to the Rockingham Connect Volunteer Driver should it be required
- Check vehicle on return to the Autumn Centre, returning lost property and reporting any damage to Project Officer Community Transport
- Where possible provide a minimum of 24hour's notice when unable to attend a rostered shift
- Follow established procedures

### General

- Undertake training and development as required
  - Attend Volunteer meetings as required
  - Maintain safe work practices in accordance with Occupational Safety and Health legislation and Council policies
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## Requirements of the Job

### Qualifications, Certification and Licences

National Police Clearance (Provided by City of Rockingham)

### Experience

Previous experience working with the community, either in a paid or volunteer capacity, is desirable

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