



Description of Volunteer Role – St Joseph’s Kerang

Statement of Duties	
Duties	<ol style="list-style-type: none"> 1. Assisting teachers with school-based tasks, including: <ul style="list-style-type: none"> ● display set-up ● resource preparation ● book covering. 2. Supporting literacy and numeracy activities, including: <ul style="list-style-type: none"> ● group reading ● mathematics activities. 3. Assisting in a wide range of day-to-day school activities, such as: <ul style="list-style-type: none"> ● photocopying ● processing library books ● general classroom activities ● editing school magazine ● laminating. 4. Assisting in school lunches and catering: <ul style="list-style-type: none"> ● general food handling ● preparing sandwiches ● serving at the counter ● wiping down counters ● washing and putting away utensils ● general cleaning duties 5. Assisting school teaching staff in coordinating an excursions/camps by: <ul style="list-style-type: none"> ● 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. Assisting the physical education teacher by: <ul style="list-style-type: none"> ● setting up and packing away sports equipment ● encouraging students to participate in activities that promote fitness and development of sporting ability. 7. Other duties as directed.

Selection Criteria	
Commitment to Catholic education	<ul style="list-style-type: none"> ● An understanding of and respect for the school values of St Francis
Child safety	<p>The volunteer must:</p> <ul style="list-style-type: none"> ● 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.