



VOLUNTEER ROLE DESCRIPTION

Role: Climate Futures Youth Leader

Reports to: Climate Futures Youth Program Peer Facilitator

Purpose: Climate Futures Youth Leaders will be empowered to provide a youth voice and support the planning and delivery of Environmental and Sustainability Events, Programs, Forums and Workshops coordinated by Wyndham City. Through active participation, young people will be provided with opportunity to develop necessary skills for becoming future leaders of the environment and climate change. Climate Futures Youth Leaders will advocate for the voices of all Wyndham young people to be heard on current climate change and environmental issues affecting young people and the community.

Department/Unit overview: Wyndham is located in one of the fastest growing municipalities in Australia. Opportunities are available for Youth Volunteers to assist Wyndham City in the provision of youth friendly environmental and sustainability programs, services, events. Wyndham City is committed to ensuring that all young people have the opportunity to participate and engage in the preserving and caring of our local natural spaces and native species. Wyndham City endeavours to maintain and nurture positive relationship with local environmental groups and people of all ages, especially young people, who are passionate about the environment and climate change.

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:

- PEOPLE are the centre of what we do.
- We are ACCOUNTABLE to each other and the community.
- We embrace new ideas and BETTER ways of working.
- We create a safe and INCLUSIVE workplace.

Role Requirements

- Volunteers must be 14 - 25 years of age at time of application
- Volunteers aged under 18 years must have permission from their parent/guardian, who will be asked to co-sign the Volunteer Agreement and Volunteer Role Description before the volunteer can start
- Current Working with Children Check (or willingness to apply for a free Volunteer card) if volunteer is 18 years old or older
- Police check will be required if volunteer is 18 years old or older

Key Tasks: Tasks will be allocated according to the requirements of the Climate Futures Youth Program Peer Facilitator at that time. They may include:

- Attend monthly meetings over a 12-month period (and additional meetings if required)
- Provide a youth voice to support the effective planning of events, programs, forums and workshops

- Take part in brainstorming to develop youth lead initiatives
- To assist in the running and delivery of youth friendly environmental and resilient programs, events, forums and workshops
- Communicate with the Program Facilitator, Council staff and other volunteers about daily activities
- Actively engage with and supervise and build rapport with other young people attending the program
- Ensure general health and safety and code of conduct is adhered to
- To facilitate and participate in activities and discussions with other young people
- To assist with necessary set up/clean up and delivery of events, programs, forums and workshops
- Photographing events, programs, forums and workshops
- Help with record keeping procedures including reporting verbally to supervisor and completing any relevant forms
- Participate in meetings and training relevant to the role
- Other housekeeping duties within the capabilities of the volunteer

Desired Attributes:

- Ability to organise own time and allocated tasks
- Ability to effectively communicate and liaise with other volunteers and staff to work as an efficient team
- Ability to problem solve issues utilising policies and procedures guidelines
- Flexible approach with young people and community
- No formal qualifications are required

Police Check: A police check application will be lodged once a Climate Futures Youth Leader has been accepted into a role and will be completed every 3 years (for all volunteers 18 years and older). There is no cost to the volunteer.

Working with Children Check: If you are a Climate Futures Youth Leader working with children, and are 18 years of age or older, you will need a current Working with Children Check (WWCC) before you commence your volunteer role. There is no cost to the volunteer. To apply for a card, visit Working with Children Check Victoria website.

Support: Training will be provided for this role. In addition, relevant Council Officers and the Climate Futures Youth Program Peer Facilitator will be available for questions and assistance.

Dress Code: Neat casual or school uniform.

Climate Futures Youth Leader Name:

Signed: **Date:**

If under 18 years Parent/Guardian Name:

Signed: **Date:**