

# INFORMATION PACK



**Recreational Lead**

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## About Canteen

We get it. Just when life should be full of possibilities, cancer crashes into a young person's world and shatters everything.

We help young people cope with cancer in their family. Through Canteen, they learn to explore and deal with their feelings about cancer, connect with other young people in the same boat and if they've been diagnosed themselves, we provide specialist, youth-specific treatment teams.

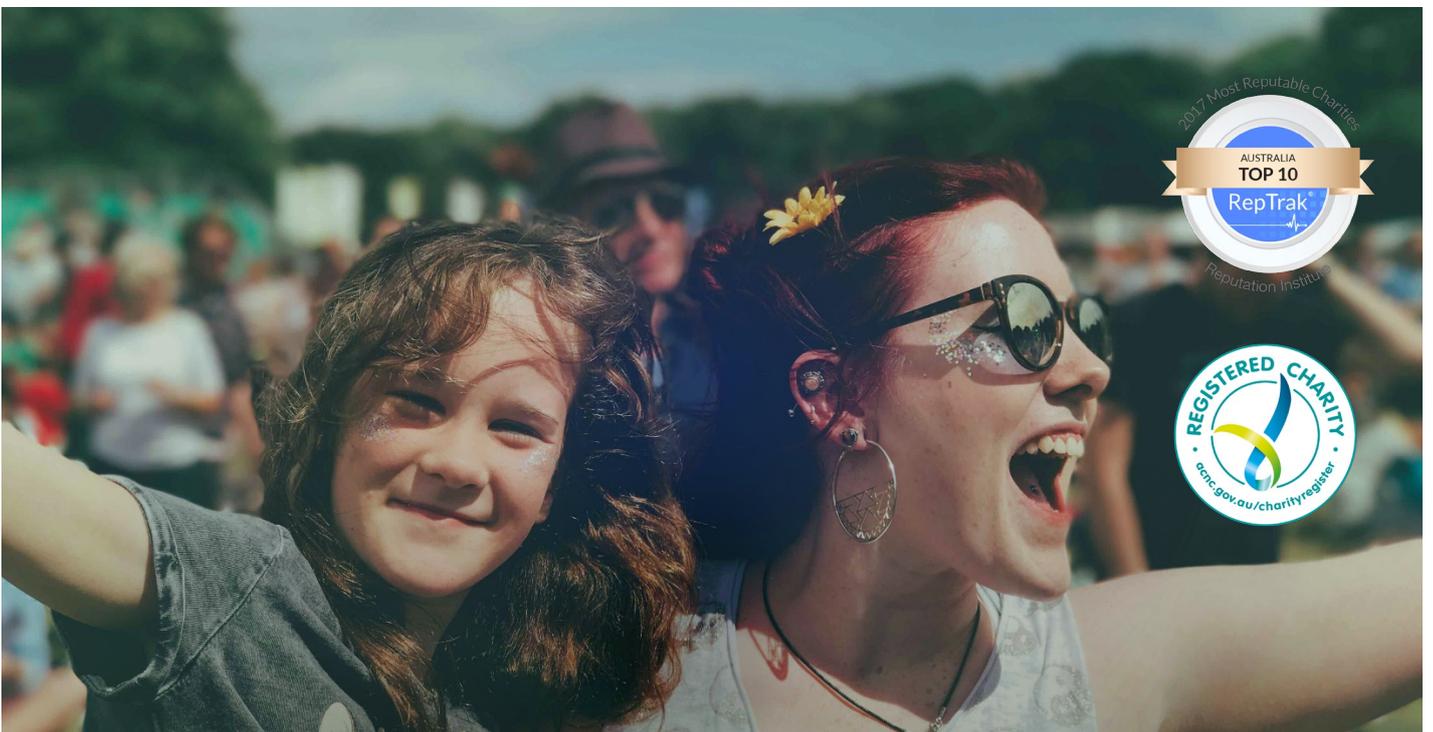
No matter which role you are in, volunteering with Canteen is a chance to support young people rebuilding the foundations that crumbled beneath them when cancer turned their world upside down.

## Life at Canteen

Canteen is one of the most highly regarded not for profits in Australia (4<sup>th</sup> in fact) with one of the most recognisable brands across the country (who doesn't know about the bandanna!).

Volunteering with Canteen is an inspiring, rewarding and purposeful experience that really enables you to be at your best. Canteen has a passion for all things people and are continually working on ways to make our organisation an even better place to work. We have a culture we are proud of and want to find more people who share our commitment, enthusiasm and passion!

Through our regular staff and volunteer engagement surveys, we know that Canteen is fortunate to have one of the most passionate and committed workforces in Australia!



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## Job Details



### Job Title

Recreational Lead



### Location

Check website



### Job Type

Volunteer



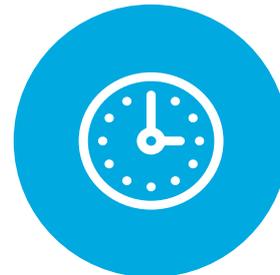
### Reports to

Program Coordinator



### Direct Reports

None



### Closing Info

Ongoing

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## Benefits of Volunteering with Canteen

Volunteers are an essential part of our front facing service delivery and success - we couldn't do it without you.

Canteen not only offers you the opportunity to make a difference in the lives of Young People Living with Cancer but provides you many other benefits such as:

- Developing new skills to help progress your professional career
- Receiving training and professional development
- Being part of a positive, ambitious and high performing team
- Developing a professional network
- Having the opportunity to provide feedback regarding your experience
- Fun and enjoyment
- Sense of purpose and 'giving back'

## Role Specifics

**Key working relationships:** State Manager; State and National Office staff (paid and unpaid); Young People living with cancer; external stakeholders and general public

**Job Purpose:** To take the lead role in preparing for, and undertaking, recreational, craft and educational activities held during overnight programs.

### **Duties and Responsibilities:**

Tasks include, but are not limited to:

- Responsible for the set up, delivery and pull down of activities under the direction of the Program Coordinator
  - Activities may include sporting activities, educational sessions, group discussions, workshops and debriefs
- Support the Program Coordinator in conducting other aspects of the program between activities.
- Liaise with the Program Coordinator to plan activities as required
- Provide input to Canteen staff in relation to individual members
- Encourage young people to develop supportive relationships with their peers
- Supervise young people during activities and free time
- Observe the behaviours of young people and report to a Canteen staff member any behaviour that is likely to impact negatively on others
- Assist and support young people in developing their own skills
- Provide feedback on process improvement techniques where appropriate
- Monitor and enforce curfews and other set program rules

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## Role Specifics cont.

### Knowledge and Experience

- Willingness to take the lead in delivering engaging activities for young people
- Ability to generate a safe, comfortable and confidential environment
- Effective communication skills
- Demonstrated ability to relate to young people
- Demonstrated ability to work as part of a team

### Personal Qualities

- Warm and approachable
- Ability to listen actively
- Friendly and professional
- High level of integrity, honesty and commitment
- Highly motivated team player
- Strong attention to detail and good initiative
- Adaptable to change

### Desirable

- Bronze medallion
- Provide First Aid Certificate
- Demonstrated ability to facilitate discussion groups and workshops

## Hours of Work

Canteen programs include short events of 1 – 2 hours through to overnight programs running for 3 days and as a general rule we ask you to stay for the duration. Activities held during events and programs vary but are generally no longer than an hour. There are plenty of breaks rostered during overnight programs.

## Pre-Engagement Checks

As Canteen's work involves staff being in direct contact with children and young people, all staff, whether paid or unpaid are required to complete police and working with children checks, relevant to the state in which they will be engaged.

Canteen will conduct at least two reference checks on successful applicants and may also require proof of any professional qualifications stated on an application.

## General Information

All staff, whether paid or unpaid are required to adhere to Canteen's Human Resources Policies during the course of their engagement.

Canteen is an equal opportunity employer.