

Volunteer Role Description: Craft Facilitator Support Person

Work Area	Catherine House Women’s Centre
Location	Women’s Centre
Hours and days required per week	Hours to be negotiated according to requirements
Special conditions	Current Disability Services Employment Screening Assessment – DHS
Role reports to	Women’s Centre Coordinator (WCC)
Background	Catherine House currently has a volunteer Craft Facilitator. It is envisaged that a second Craft Facilitator would be a support and enable the activity to continue on a regular basis.
Why we need you	To support current volunteer and enable regular craft sessions
Upon arrival	Collect keys and exchange pertinent information for the day’s session
Dress Code	Smart casual
Role Tasks	<ul style="list-style-type: none"> • Support Craft Facilitator to provide a safe and interesting craft program to develop the skills of clients • Ensure appropriate materials are available for use • Assist with the setting up and clearing up of the activity room • Ensure WHS requirements are met • Tidy up at end of session • Provide feedback to the WCC regarding any feedback, issues or concerns as soon as practical • Provide support to the Craft Facilitator for special projects and leave fill in
Skills, attributes and experience required for the role	<ul style="list-style-type: none"> • Good communication style and • Experience working with women facing diverse challenges, who have vulnerabilities and may lack confidence and motivation initially • Strong experience and interest in the area of craft • Calm and pleasant disposition; able to relate to all women without judgement • Has the ability to engage clients so that an enjoyable experience is had by all • Patient and flexible • Sees all women as having inherent potential and can build rapport with ease • Understands the importance of professional boundaries. • Can follow procedures for situations that arise
Training requirements (provided by Catherine House)	<ul style="list-style-type: none"> • Induction to Catherine House • WHS and site induction • Client Profile and professional boundaries
Benefits for the volunteer	<ul style="list-style-type: none"> • Is able to contribute to clients’ wellbeing and confidence

	<ul style="list-style-type: none"> • Opportunity to understand the role of Catherine House and contribute to supporting women who are experiencing a period of homelessness • Opportunity to meet with many diverse groups of people
For further information	Women's Centre Coordinator

I acknowledge that I have read, signed and been given a copy of the above Volunteer Role Description with Catherine House.

I hereby agree to abide by the terms and conditions stated above. I understand it will be reviewed every six months, or as required.

Volunteer

Signature

Date

Louise Miller Frost

Chief Executive Officer