



## VOLUNTEER POSITION DESCRIPTION

### *Parent Organiser*

Redlands College is a Christ-centred learning community, working in partnership with parents, to form and educate students entrusted into the care of staff. The College intentionally encourages parents to be actively engaged in the life of the community, as class convenors, volunteer helpers, prayer supporters and through the organisation and operation of specific events designed to build community spirit and parent engagement. Thank you for investing in our community by volunteering and supporting our College events and activities.

#### *A bit about the role...*

- You will nominate to be the Parent Organiser for a specific College event
- You will facilitate parent involvement for the event, be the point of contact for parents interested in volunteering and form a team of parent volunteers to assist you
- You will work with the Staff Liaison to plan, budget and organise the event
- You will work with the Marketing Officer to promote the event
- You will provide feedback and suggestions to the Staff Liaison for future improvements

#### *We're looking for someone who...*

- Has a heart for the Redlands College community
- Is detail oriented and enjoys event planning
- Enjoys collaboration with others
- Demonstrates a commitment to spiritual and moral practices consistent with Biblical principles
- Maintains confidentiality where necessary
- Maintains a degree of flexibility as required for the organisation and running of the event
- Supports and implements the College Mission Statement, policies and procedures, core values and commitment to Workplace Health & Safety

#### *Staff Liaison*

The Staff Liaison for each College event will be available to provide support and assistance to the Parent Organiser. The following are some of the responsibilities of the Staff Liaison:

- Select the date for the event to take place
- Book the College venue
- Manage the budget allocated for the event
- Complete the Event Form (in conjunction with the Parent Organiser)
- Complete the Risk Management Form (in conjunction with the Parent Organiser)
- Liaise with the College Maintenance team to provide assistance for the event as needed
- Coordinate any staff involvement associated with the event

Thank you for volunteering to be a Parent Organiser, we value and appreciate your support!