

Group Activities Organiser

Salary

Volunteer position

Hours

Flexible

Location

Flexible

Term

Flexible, negotiated with Group Leader

Reports to

Group Leader or their delegate

Position objective

- To assist the Group Leader in planning, coordinating and delivering local group activities
- To welcome and engage volunteers, members and mums
- To provide a supportive environment for mothers, parents and babies to connect with other families

Requirements of the position

Essential:

- Current member of ABA
- Agree to abide by ABA's Code of Ethics
- View the ABA induction video
- Working with Children's check of equivalent
- Compliance with ABA's Workplace Health and Safety (WHS) Policy

Skills and experience

- Enthusiastic member of the ABA community
- Effective communication skills
- Friendly and welcoming approach
- Ability to work effectively as part of a team with the volunteers and members of the Association

Knowledge

- Demonstrated knowledge and application of ABA's Code of Ethics, Code of Conduct, Privacy Policy, and other related policies and guidelines

Communication

- Group Leader
- Members of the group
- Mums, parents, families and community members
- Volunteers and position holders in the Association
- Venue managers and other external stakeholders

Additional

The role is flexible and can be undertaken by multiple people. Tasks will be delegated by the Group Leader and agreed upon by all parties in line with the group's priorities and requirements. Provision of breastfeeding support must be provided by a breastfeeding counsellor or educator.

Key responsibilities

This role can and should work closely with the Group Leader and the Group Communication Support (where filled). In some groups, these roles may be combined to suit the group's needs.

The key responsibility of this position is to support the Group Leader in organising and running social group activities. Delegated responsibilities may include:

Group activities and events

- Set and pack up venue, including refreshments
- Gather, store and bring supporting information and resources to activities/events, this includes library books and raffle tickets
- Record group attendance at activities
- Where relevant, plan and facilitate toddler activities at group activities
- Plan, book, and arrange group activities
- Follow the groups section of the Volunteer Manual for delivery of group social activities, promotional and fundraising events, including group projects
- Support group treasurer in maintaining the group asset register

Engagement

- Meet and greet participants and ensure all attendees are welcomed
- Assist attendees to find information on ABA's services

- Encourage and promote membership and volunteering with ABA

Key performance indicators

- Key performance indicators will be determined based on key responsibilities in conjunction with the group leader.

Revision history

Revision	Date	Description of modifications
V2	April 2023	Addition of WWCC requirement
V1	July 2022	Original version, adapted from the Group Leader position description.
		Approved September 2022