

Volunteer role description

Volunteer Driver

Department	Lady Lawley Cottage
Availability	1-2 shifts per week. Shift times: Mon – Friday, 8am-10am and 2pm-4pm
Location	Cottesloe
Category	(Contributing to our operational work

Building an inclusive, diverse and active humanitarian movement based on voluntary service

Role purpose

The Volunteer Driver role assists the Lady Lawley Cottage team with transporting children to and from school, medical appointments, excursions and activities using a Red Cross vehicle.

Peak times of need are Monday-Friday, 8-10am and 2-4pm and occasional assistance with excursions on weekends at a variety of times.

Role responsibilities

- Transport staff and young people of Lady Lawley Cottage to offsite activities using LLC vehicles
- Maintain accurate log book records and key register for vehicles
- Refuel and maintain the cleanliness of the interior/exterior of the vehicle
- Ensure the safety of children and staff in line with Red Cross policies
- Participate and complete ongoing training development as required

Knowledge, skills and experience

- Conversational English Skills
- Patience
- Flexibility and willingness to assist where needed
- Competent and confident in driving large vehicles (max capacity 11 people)
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Check requirements

- A National Criminal History Check prior to commencement and renewed every three years (Red Cross will arrange this)
- A current West Australian Working with Children's Check
- Current Drivers Licence

Learning and development

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- Complete Red Cross online learning modules as required
 - Attend Lady Lawley Cottage Vehicle Orientation Session
 - Attend Red Cross Volunteer Induction, Program Training and ongoing training as required
 - Attend scheduled volunteer meetings, a minimum of two per year
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General conditions

We act always in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement

Humanity

Impartiality

Neutrality

Independence

Voluntary Service

Unity

Universality
