

Volunteer role description

Learner Driver Mentor Volunteer – Coffs Harbour

Department	Community Programs, Coffs Harbour Learner Driver Mentor Program
Availability	Minimum 1 hour per week
Location	Coffs Harbour
Category	Working in our Services and Programs

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

Role purpose

The Learner Driver Mentor Program supports new drivers to become licensed by providing them with access to a vehicle for on-road practice while a volunteer supervises them. This program is designed to assist learners who may not have ready access to a suitable supervising driver but would like to gain their licence for employment and/or social inclusion reasons. The program supports the learner to log some or all of the required practice hours before taking the relevant NSW Driving test. Volunteers may also elect to offer their translating and interpreting skills; to provide tutoring for the written components of the test; and/or assist new drivers with the administrative aspects of gaining a licence.

Role responsibilities

- Meet with the matched participant at the agreed time each week for the agreed task e.g. a 1-2 hour driving supervision
- Ensure a caring and courteous communication with participants
- Maintain confidentiality of information obtained during a driving session unless this information must be disclosed to Red Cross to assist the participant
- Maintain car log book and report any incident or accident to Red Cross and fill out an incident report if required
- Notify Red Cross in advance if unable to make arranged appointments with participants

Knowledge, skills and experience

- Comfortable speaking and engaging with a broad range of culturally diverse clients
- Show empathy for disadvantaged and socially isolated clients
- At ease and have a calm and patient demeanour when supervising on-road driving
- Basic admin skills and knowledge of Microsoft Office including email

Check requirements

- A National Criminal History Check prior to commencement and renewed every three years
(Red Cross will arrange this)
- Working With Children Check relevant to your state / territory location
Free for volunteers. Visit [Services NSW](#) to obtain.
- Current Driver License
- Driver License Check (RMS)

Learning and development

- Complete Red Cross online learning modules as required
- Attend Red Cross Volunteer Induction, Program Training and ongoing training as required
- Attend scheduled volunteer meetings, a minimum of two per year
- Participate in Indigenous Cultural Competency Training

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
