



CANBERRA GRAMMAR SCHOOL

Development Support Volunteer Program

Aim of Volunteer Program

To bring people together to:

- participate, contribute and enjoy the life of their School and community
- bring talent, creativity and energy to the service of the School
- enrich our social economy and build economic development

Rationale

The CGS Development and Archives Volunteer Program has been established to encourage community participation in the activities and programs of the Development Office – of which the Archives are an integral part.

These activities are designed to build our community and provide our past and current parents with a positive experience of our School.

1 Task Description and Skills

Development Office volunteers will assist with the administration and management of social events (including dinners, cocktail parties, receptions, boarding promotions, Open Mornings, House events) and fundraising activities involving members of the School community.

Volunteers are also being sought to help with data entry, correspondence, record keeping and other administrative matters. There may be opportunities for volunteers to contribute from home.

Skills

- An interest in event management and willingness to work as part of a team
- Experience in, or willingness to contribute to fundraising
- Imagination, flexibility, flair and good humour
- Ability to maintain confidentiality
- Computer skills an advantage

Location

The Development Office
Canberra Grammar School

Contact

Gay Woods, Director of Development

2 Archives Task Description

Canberra Grammar Schools Archives preserves the rich history of the oldest Independent Boy's School in Canberra.

Volunteers are needed to assist in the processing and preservation of documents, photographs, media clippings and other records and will work under the supervision of the Archivist.

Archive Skills

- An interest in archival work and willingness to learn archival procedures and practices
- Ability to focus on detail
- An interest in the history of Canberra Grammar School
- Flexibility and good humour (I've left imagination and flair to you)
- Ability to maintain confidentiality
- Computer skills an advantage

Location

CGS Archives
Beneath the Resource Centre, facing Red Hill

Contact

Amalijah Thompson, Archivist
Telephone: 62609719
Email: Amalijah.Thompson@cgs.act.edu.au.

3 Expectations

Rights of Volunteers

- A worthwhile job or task, with a clear job description for no more than 16 hours per week
- Be treated with professional respect and courtesy at all times
- Receive respect and support from their co-workers as well as recognition and feedback from the Director of Development for their work
- Receive adequate information about what is expected and to understand why they are doing a task
- Provide feedback, suggestions and recommendations regarding their job or the wider program
- Have their personal details kept in a confidential manner
- Reimbursement of out of pocket expenses
- Be trusted with confidential information
- Say 'no' to a job request and provide reasons
- Have a beginning and end date agreed in advance
- Work in safe and happy environment.

Responsibilities of Volunteers

- Treat others with professional respect and courtesy at all times
- Be dependable, efficient and positive about your role
- Be willing to undertake training and observe safety rules
- Give and receive feedback, suggestions and recommendations regarding your work
- Promote awareness of Canberra Grammar School and its values and purpose.

Our volunteers will be asked to sign a form acknowledging that they understand, and are willing to accept, the terms of their undertaking.

Volunteer Undertakings

The Undertakings are given by....., hereafter called the volunteer

The terms of the Undertakings are stated below. The volunteer will:

- behave in a manner commensurate with professional conduct in a learning environment
- carry out tasks in consultation with and under the supervision of the Director of Development
- assist in the management of events and activities as required
- respect the rights, dignity and culture of others
- work within occupational health and safety guidelines
- acknowledge that Canberra Grammar School retains ownership and copyright of all material produced in connection with the marketing, promotion or management of all events and activities
- not be compensated and not be used to displace an employee or staff position which is a normal part of the School's workplace
- agree to sign documents relating to Child Protection and Privacy
- reasonably expect rewarding experiences, opportunities to utilize their talents and serve our community.

Signed

Date.....