

Yarra Valley Grammar Volunteers

POSITION DESCRIPTION

Position:	Mothers' Day Stall
Reporting to:	Development and Volunteer Officer
Department:	Development
Date:	8 May 2026

Primary Purpose

The Mothers' Day Stall Assistant will assist Yarra Parents & Friends in the running of the Mothers' Day stall for Junior School students on Friday 8 May 2026.

Position in Context

The Mothers' Day Stall Assistant is responsible to the P&F Rep who is the organiser of the Stall and the Development Officer who in turn reports to the Director of Development. The Development Office is accountable to the School for the management and operations of the Yarra Volunteers consistent with volunteer objectives, plans and policies approved by the Development Office.

Freedom to Act / Autonomy

The Mothers' Day Stall Assistant has a reasonable amount of autonomy in the day-to-day operations of their position and is expected to demonstrate initiative and self-motivation, whilst updating the P&F Rep and the Development Officer of all intentions and events.

Major Activities

1. Stall set up and pack down
2. Customer service
3. Money handling

Volunteer Involvement

- *Stall setup:* set up of Stall
- *Welcoming and assisting students:* welcome students and help them decide on a gift
- *General assistance:* ensuring smooth running of the stall
- *Stall pack up:* pack up the stall

Key Contacts

Internal

Development Officer (Kimberley Wolsley, P: 9262 7717, E: kimberley.wolsley@yvg.vic.edu.au)

Director of Development (Rosie Brown, P: 9262 7815, E: rosie.brown@yvg.vic.edu.au)

Yarra Parents & Friends (E: parentsandfriends@yvg.vic.edu.au)

Other Yarra Volunteers

Issues

Any issues that arise in relation to any volunteer position should be discussed with the person that the volunteer reports to or with the Director of Development.