

## Yarra Valley Grammar Volunteers

### POSITION DESCRIPTION

<b>Position:</b>	<b>Community Links BBQ Volunteer</b>
<b>Reporting to:</b>	<b>Development and Volunteer Officer</b>
<b>Department:</b>	<b>Development</b>
<b>Date:</b>	<b>26 March 2026</b>

#### **Primary Purpose**

The Community Links BBQ Volunteer is responsible for helping to support the Year 10 students involved with the Community Links activities by working within a team to cook and serve bbq sausages to all Year 10 students.

#### **Position in Context**

The Community Links BBQ Volunteer is responsible to 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.

#### SUMMARY OF RESPONSIBILITIES

#### **Freedom to Act / Autonomy**

The Community Links BBQ Volunteer 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 Development Officer of all intentions and events.

#### **Specific Duties and Responsibilities**

Date: Thursday 26 March 2026

Time: 11.45am – 2.15pm

Location: BBQ lunch area of Senior School

Duties include cooking and serving bbq sausages to all Year 10 students after they return from their community links services to the wider community earlier that morning. All stock and tools will be provided. Gloves need to be worn, hair tied back, and you must hold a valid Working With Children Check to volunteer in this position.

## **Key Contacts**

### Internal

YVG Chaplain (Paul Joy, P: 9262 7700, E: paul.joy@yvg.vic.edu.au)

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)

Other Yarra Volunteers

### External

Caterers

Venues

Suppliers

### **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.