

Yarra Valley Grammar Volunteers

POSITION DESCRIPTION

Position:	BBQ and Lollybag Assistant
Reporting to:	Development and Volunteer Officer
Department:	Development
Date:	17 July 2026

Primary Purpose

The BBQ and Lollybag Assistant is responsible for helping to support the Last 100 Days of Year 12 by working within a team to cook and prepare BBQ sausages and hand out lollybags to all Year 12s and their teachers.

Position in Context

The BBQ and Lollybag Assistant 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 BBQ and Lollybag 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 Development Officer of all intentions and events.

Specific Duties and Responsibilities

Last 100 Days of Year 12

Date: Friday 17 July 2025

- Time: 11.45am – 2.30pm
- Location: Near the John King Sports Complex
- Duties include:
 - Working within a small team of volunteers to cook all sausages on a provided BBQ for the Year 12 students and their teachers
 - Assist in serving the sausages in bread with sauce to all the Year 12 students and teachers
 - This will take place from approximately 1.00pm – 1.30pm.
 - Hand out the Yarra P&F provided lollybags to all Year 12 students and teachers
 - This includes setting up, cleaning and packing down the BBQ

Key Contacts

Internal

Development Officer (Kimberley Radovanovich, P: 9262 7717, E: kimberley.radovanovich@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.