Yarra Valley Grammar Volunteers

POSITION DESCRIPTION

Position:	**Year 12 Celebrations - BBQ**
Reporting to:	**Development and Volunteer Officer**
Department:	**Development**
Date:	**19 October 2026**

Primary Purpose
The Year 12 Celebrations - BBQ Assistant is responsible for helping to support the morning of the Year 12 Celebrations by working within a team to cook and prepare BBQ sausages for the Year 12s and their teachers.

Position in Context
The Year 12 Celebrations - BBQ Assistant is 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 Year 12 Celebrations - BBQ 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. A valid Working With Children Check is required for this position.

Specific Duties and Responsibilities

Year 12 Celebrations - BBQ Assistant

- Date: Monday 19 October 2026
- Time: 8.30am – 11.30am
- Location: Sports Complex
- Duties include:
    - Working within a small team of volunteers to cook all sausages on a provided BBQ for the Year 12s and their teachers
    - Assist in serving the sausages in bread with sauce to all 12 students and teachers
    - This will take place from approximately 9.30am – 11.00am
    - This includes setting up, cleaning and packing down the BBQ

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)
- 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.