

Yarra Valley Grammar Volunteers

POSITION DESCRIPTION

Position:	Yarra Foundation Day (YFD) Zooper Dooper Volunteer
Reporting to:	Development and Volunteer Officer
Department:	Development
Date:	6 February 2026

Primary Purpose

The YFD Zooper Dooper Volunteer is responsible for helping to support Yarra Foundation Day by working within a team to hand out Zooper Doopers to all students and YVG staff members.

Position in Context

The YFD Zooper Dooper 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 YFD Zooper Dooper 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

Yarra Foundation Day – Zooper Doopers

- Date: Friday 6 February 2026
- Time: 12.45pm – 2.15pm
- Location: Patterson Oval, YVG
- Duties include:
 - Assist in handing out Zooper Doopers to all staff and students.
 - This will take place from approximately 12.45pm – 2.15pm.
 - This includes setting up, cleaning and packing down the area.
 - Zooper Doopers will be available from a walk-in freezer.
 - Tables, marquees and scissors will be set up and ready.
 - Middle and Senior School students will handover a voucher for their Zooper Doopers.
 - From 2pm, if there are extra Zooper Doopers these can be handed out to any students that would like another.

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.