

# Yarra Valley Grammar Volunteers

## POSITION DESCRIPTION

<b>Position:</b>	<b>Year Level Representative</b>
<b>Reporting to:</b>	<b>Yarra Parents &amp; Friends</b>
<b>Department:</b>	<b>Development</b>
<b>Date:</b>	<b>For the 2026 School year</b>

### Primary Purpose

The Year Level Representatives are responsible for supporting parents in their respective year level, sharing the *Yarra Spirit* and encouraging support of Yarra events.

### Position in Context

The Year Level Representatives are responsible to Yarra Parents & Friends. The Development Office is accountable to the School for the management and operations of the Yarra Volunteers (including Yarra Parents & Friends volunteers) consistent with volunteer objectives, plans and policies approved by the Development Office.

We expect the Year Level Representatives to carry out their role for the entire School year to maintain consistency. Where possible we will try to rotate the people representing a year level to avoid repetition. To be a Year Level Representative it is important that you receive this position description so that you are fully aware of the role you are undertaking.

### Freedom to Act / Autonomy

Year Level Representatives have a reasonable amount of autonomy in the day-to-day operations of their position and are expected to demonstrate initiative and self-motivation, whilst updating the Development Officer of all intentions and events.

### Major Activities

1. Sharing the *Yarra Spirit*
2. Assisting with Yarra Parents & Friends events

Other activities may include coordinating teacher gifts (in ELC and Junior School only)

### Specific Duties and Responsibilities

#### Sharing the *Yarra Spirit*

- Making everyone feel welcome into the School community and being positive and supportive of all families, the School and its employees
- Upholding a friendly, familiar face that families can approach with day to day queries

## **Yarra Parents & Friends Events**

- Year Level Representatives are responsible for encouraging attendance and participation at Yarra Parents & Friends events
- Events may include Yarra Parents & Friends Welcome Colour Run, Yarra Parents & Friends Mother's and Father's Day Celebrations, Carols@Yarra and others. Reps are required to encourage attendance for all events, and to assist in organising if suitable and able.
- Year Level Reps are also welcome to organise events for their respective year level, please co-ordinate with the Development Office for assistance.

## **Teacher Gifts (ELC and Junior School only)**

- At the end of the year, Junior School and ELC families like to present their children's teachers with small gifts.
- It is not compulsory for all parents to be involved, however, it is suggested that Year Level Representatives coordinate a small contribution on behalf of the class.
- It is recommended to limit contributions to a maximum of \$20-\$30 per family, to be considerate of those gifting across multiple year levels.

## **Communication**

Please note that all official correspondence will be issued directly from the School e.g. regarding camps, excursions, parent evenings etc. There is a Facebook group for the parents of each year level, as a parent contact group, that the Year Level Representative may want to utilise to communicate with the parents from their year level. These groups aim to assist parent queries and support the School, but should not replace direct YVG School communication.

WhatsApp groups are not endorsed by YVG or Yarra Parents & Friends – whilst parents can create them privately, please keep in mind they are considered entirely separate to YVG and Yarra P&F communications. Please also ensure that you do not use the Class Contact Lists to create any WhatsApp group, as this permission was not included in the Class Contact List request. You may contact them individually to ask their permission, but must not automatically add anyone into any sort of group without their permission.

The Facebook groups are administered by Yarra Parents & Friends and are open to all parents of the year level. Any member of the group can post to the group. As the groups represent Yarra Parents & Friends and Yarra Valley Grammar, all posts must be respectful of all families, the School and its employees.

## **Key Contacts**

### Internal

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

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

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