

VOLUNTEER ROLE DESCRIPTION

Role Title:	Avenue Productions crew member
Directorate:	Young, Inclusive and Ageing Communities
Program:	Avenue Productions
Volunteer Leader:	Youth Development Officer

About Moonee Valley City Council (MVCC)

Moonee Valley is a great place to live, work and visit. We are a local government within the north-west metropolitan area of Melbourne, providing a range of services to some 130,000 residents and over 10,000 businesses.

Our 1,200 paid staff and 100+ volunteers bring their differing backgrounds, experiences and unique perspectives to our collaborative environment, and are supported to share ideas, initiatives and talent, making a positive impact on our community for now and in the future.

At Moonee Valley City Council, we pride ourselves on having volunteering opportunities which make a real difference in the community and having a workplace which values everyone's unique skills and attributes.

About the Program

Avenue Productions is a group of young people aged 12-25 who hang out once a week plan creative events in the community and to chat all thing music, art and culture. We've put on some amazing events including music gigs, art markets and exhibitions, Battle of the Bands and movie nights. We go on regular excursions to music gigs and other fun stuff! By joining the group you'll meet other creative young people into the same stuff as you and get great experience and training in all things event management, production and design.

Avenue Productions is part of the FReeZA program. FReeZA is a Victorian Government initiative that supports young Victorians to get involved in their community by planning and running drug, smoke and alcohol-free music and cultural events for other young people.

Role Purpose

As a member of Avenue Productions, you will plan and deliver fun and inclusive youth-led events in Moonee Valley and build skills in the creative industries.

Key Responsibilities & Duties

As a member of our Avenue Productions team you will be encouraged to:

- Attend meetings to plan and deliver youth-led events
- Contribute to discussions, and respect the opinions and work of other crew members
- Complete relevant free training to build skills for allocated tasks
- Communicate well with your peers and staff by responding to emails and other communication in a reliable, timely way
- Commit to your growth by identifying personal development goals
- Other duties as required and within volunteer's limits.

Role Requirements

We are looking for volunteers who:

- Are aged 12-25 and live, work, study or hang out in Moonee Valley
- Have an interest in art, music or event management
- Demonstrate commitment, enthusiasm and willingness to learn
- Are respect for other participant's views and opinions
- Share Council's vision for Moonee Valley to be a Healthy City for all
- Agree to complete induction, other required training and follow relevant policies and procedures
- Adhere to the Valley Youth's Code on Conduct

Time Commitment

Avenue Productions meetings take place from 5.00 – 6.30pm on Mondays during school term (occasionally during holidays). You will also need to be available on event days.

Organisational Relationships

Reports to: Youth Development Officer

Internal Contacts: Young Communities team, volunteers and employees

External Contacts: Community residents, member of public at events

Condition of Volunteer Involvement:

1. As Avenue Productions is operated under FReeZa funding, volunteers in this program are exempt from obtaining a police check.
2. All Council Volunteers and Staff are required to submit an evidence showing they have received minimum two doses of COVID Vaccination or provide a medical certificate/letter as an evidence for exemption.
3. Moonee Valley City Council is a child safe organisation and we require our volunteers to obtain a satisfactory Working with Children Check and sign Child Safety Code of Conduct where they are engaged in the child related roles.
4. MVCC volunteers and staff are expected to adhere with the council values and are expected to behave in accordance with our Employee Code of Conduct that applies to all paid and unpaid employees at the Council.
5. All MVCC volunteers must be eligible to volunteer in Australia.

Agreement

I understand that I am a volunteer who contributes my time and effort without expectation of remuneration to the Moonee Valley City Council.

I understand that as a volunteer I am required to adhere to Council policies, procedures and the code of ethical behavior.

I undertake to keep all personal or sensitive information about customers, clients and participants, other volunteers and the MVCC team in the strictest confidence by only discussing such details within the bounds necessary to undertake my duties and responsibilities as a volunteer with the Moonee Valley City Council.

In the event of injury sustained in performing my volunteer role I understand that I can make a claim against the Council insurance policy. Activities taken on my own initiative outside of this role are at my own risk.

Volunteer Full Name:	
Volunteer Signature:	

Date:	
Volunteers Parent/Guardian Name (if volunteer is aged under 18):	
Volunteers Parent/Guardian Signature:	
Volunteer Leader Name:	
Volunteer Leader Signature:	
Date:	