Volunteer Opportunity

Position title:	Breakfast Club Assistant	**Commitment requested:**	Attendance at a minimum of two breakfast clubs per fortnight. Times and days will vary across hubs and are only held during school terms.
Report to:	Community Hub Leader	**Location:**	Various locations across Bankstown, Cumberland, Parramatta, Blacktown and Fairfield LGAs.

About Settlement Services International (SSI)

Settlement Services International is a community-based, not-for-profit humanitarian organisation providing a range of services in the areas of refugee and migrant settlement, accommodation, asylum seeker assistance, multicultural foster care, disability support, employment services and youth support in NSW.

Our vision is to achieve a society that values the diversity of its people and actively provides support to ensure meaningful social and economic participation and to assist individuals and families reach their potential.

At SSI, we value:
Social justice   – Equity and access for all
Diversity   – Respecting diversity and being non-discriminatory
Compassion   – Caring, empathy and respect for the dignity of others
Respect   – Cooperation and mutual respect

In delivering our services, we value:
Quality   – Dynamic, flexible and responsive service
Ethics   – Professional practices and accountability
Innovation – Commitment to partnerships and excellence

Purpose:

The Community Hubs Program aims to support migrant and refugee families (including children 0 to 5 years of age) by offering meaningful social activities as well as access to existing support services including local education, health, community and settlement services. The program offers families various opportunities to gain skills through formal and informal training, including English classes, breakfast clubs, homework clubs and community events.

Breakfast Clubs, in schools, have been established to promote the nutritional benefits of breakfast. The Breakfast Club Assistant will work alongside their Community Hub Leader to provide students, who do not normally get the opportunity to eat breakfast, with a nutritional start to their day.

Specific duties and responsibilities:

- Assist in setting up and packing down the breakfast club space
- Assist with food preparation as per food safety regulations
- Serve breakfast to students

- Encourage student participation in the breakfast club
- Collect non-perishable food from charity organisations and business sponsors (where required)
- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures
- Follow all reasonable directions provided by the Community Hub Leader or delegate

Position Requirements:

Mandatory Checks	Working with Children Check ☒ Police Check ☒ Reference Check ☒ *(N.B. The police check will be paid for by SSI)* *In addition, for volunteers using own cars:* Driver's licence ☒ Comprehensive car insurance ☒ Car registration ☒
Essential	- Experience working with young people - Knowledge of safe food practices - Knowledge of the nutritional benefits of breakfast
Desirable	- Previous experience working with people from diverse cultures - Have a personal vehicle available to pick up and drop off donated non-perishable food - Ability to communicate in a language other than English would be an advantage for example Arabic, Assyrian, Vietnamese, Tamil, Hindi and Farsi.

Benefits:

Reimbursement: Volunteers will have access to reimbursement for all preapproved expenses including reasonable travel expenses. Volunteers using their own vehicle will need to provide SSI with photocopies of their driver's licence, comprehensive car insurance and current car registration.

Training: Volunteers will be provided with access to SSI's flexible, extensive and innovative training program.

Being a member of the SSI Community: Volunteers will be kept up-to-date with all of SSI's important news, events and opportunities.

Authorisation:

Volunteer name _____

Volunteer signature _____Date_____

Volunteer program signature _____Date_____