

GLENELG PRIMARY SCHOOL

Diagonal Road Glenelg East SA 5045

T: 8295 3943 F: 8295 2390

E: dl.1017.info@schools.sa.edu.au

W: www.glenelgps.sa.edu.au



Volunteer role description

Your role

Banking volunteer

Location

Working in the staff room

Start date (and end date if known)

May 2019

Key skills

- The ability to relate well with children and communicate in a positive and encouraging manner
- Enjoy helping and assisting others.

Main duties

- To collect and process the student banking money for the Commonwealth Bank

Aim of the role

- To support the school fundraising by managing the student banking program
- To make sure:
 - the bags are received from classrooms
 - the money is processed and delivered to the bank.

What you need before you start

The usual minimum requirements in the Department for Education volunteer policy and procedure, you must have:

- Volunteer RAN-EC
- DCSI clearance
- Inductions – school, DfE

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Supervision and safety

You need to:

- sign in and receive your badge from the front office
- make sure everyone is safe.

What we expect from you

- Treat everyone fairly and with respect.
- Be a good role model for the students.
- Show enthusiasm and enjoyment – make it fun.
- Be reliable.

Reporting and contact details

Volunteer reports to: the staff room

Contact person: Trea

Role review date: 12/ 4 /2020