



Mentoring Workshop Team Member

JOB DESCRIPTION

Scope of Responsibility

Be part of the team that operates the MAD (Make A Difference) Mentoring Workshop in line with our Strategic Plan.

Accountable to:	Working with:	Accountable to you:
Workshop Manager	Other team members	N/A

Responsible for:

Being an active and responsible team member of the enterprise. The goal of the enterprise is to create another space for young people to be cared for and mentored, recycles old bikes and materials, covers its costs and raises surplus income to invest back into Fusion's youth and community work. To work alongside existing team members, and assist the Manager recruit more as demand requires.

Key Duties:

Networking	
Connecting with local churches, individuals, businesses to develop a donation network for the enterprise	Refer/Act
Connecting with local churches and the general community to recruit team members	Act
Support & Supervision	
Take an active part in your own orientation and assist from time to time with orientation of new volunteer team members	Act/Inform
You may be asked by the Manager to provide support and / or supervision of other volunteers or students / young people. This involves ensuring they know their role and perform it to the agreed standard and to the agreed deadlines.	Act
Take responsibility for your jobs on the Jobs Board. This involves estimated completion time, actual completion time, estimated cost, and actual cost when sold.	
Customer Service	
Ensure Fusion keeps a good reputation by making sure that: <ul style="list-style-type: none"> • Any items for sale are to the agreed standard and quality • you respond quickly (within 48 hours) to customer or potential customer enquiries and in a professional manner • customers get what they paid for • items are clean and in good condition • after sale service is prompt and professional • every customer is invited to join our newsletter list • every customer is told what the funds raised will do 	Act
Financial	
Ensuring that all payments are kept track of with clear written records using the agreed system	Act/Inform

Wages and Conditions:

The position is a volunteer position. The amount of hours you give could be as little as 1-2 hours a week, up to 20-30 hours per week. It's completely up to you to negotiate this with the Manager.

Fusion Canberra already has a 3 x 6 metre shed installed at our Kambah youth and community hub which is setup with an air compressor, shelving, a bench and tools. There are also a lot of bikes already having been donated to work on.

We also have a fair bit of scrap wood, and metal for fabricating wood or metal products.

Experience & Qualifications:Essential:

A commitment to providing high quality customer service

Experience in working in a team of others (ideally a workshop but not essential)

Basic mechanics and handyman knowledge which might include - bike repair and maintenance, small engine repair and maintenance (eg. whipper snippers, lawn motors etc), wood work or metal work.

A commitment to Fusion's Code of Conduct (copy will be provided upon application)

A current Working With Vulnerable People background card, or a willingness to get one

A current National Criminal History Check, or a willingness to get one

Helpful, not necessary:

Being part of a workshop environment

Trade certificates in any of: Mechanics, carpentry, cabinet making, fitting and turning etc

Experience working with volunteers of various ages

Some understanding of Fusion's broader work

Approvals & Revision:

This Duty Statement was originally drafted on: **21 March 2014**
This version was approved on: reviewed:

This version takes effect from:

This Duty Statement is due for review by: **30 June 2014**

Approvals and revisions are to be signed off by Centre Leadership



<http://www.youtube.com/watch?v=y2O9iUoDE8A> for a 4 minute video on our Mentoring Program