



POSITION DESCRIPTION

Artslife Connect Volunteer

OUR VISION

Supporting & enriching the lives of people in our local community through caring and compassionate services

WHAT WE VALUE

COMMUNITY

We value the diverse local communities we serve and the opportunity to build respectful and trusting relationships.

INTEGRITY

We aim to make ethical, transparent, and well-intentioned decisions for the benefit of the community we serve.

SOCIAL JUSTICE

We strive for equity where the community we serve are treated with compassion, respect, dignity, and fairness.

OUR PRINCIPLES

Principle 1: Georges River Life Care is aligned to the mission, values and vision of GRLC.

Principle 2: Georges River Life Care provides strategic service offerings within our capacity and resources

Principle 3: Georges River Life Care is driven by people and relationships.

POSITION OVERVIEW

Position:	ArtsLife Connect Volunteer
Leadership Pipeline:	Self led
Direct:	ArtsLife Coordinator
Time Commitment:	3 hrs/week - Mondays 3pm - 6pm
Last Updated:	January 2026

KEY RELATIONSHIPS

Internal:	Life Care CEO, Community Care Managers, Life Care staff and volunteers,
External:	External Partners/Suppliers, Community Connect families

POSITION DESCRIPTION

The ArtsLife Volunteer plays a vital role in creating a safe, welcoming and relational environment for families participating in the ArtsLife program.

This role is not about teaching the creative sessions – it is about cultivating connection and community.

Volunteers help ensure the ArtsLife space feels warm, organised and hospitable by:

- Welcoming parents and carers as they arrive
- Building genuine connection and conversation with families
- Helping create a relaxed and inclusive atmosphere
- Preparing tea and coffee for parents during sessions
- Supervising shared spaces to ensure safety and smooth flow
- Supporting the care and readiness of facilities

Through simple acts of hospitality and presence, this role helps parents feel seen, valued and comfortable – strengthening trust and belonging within the Life Care community.

By fostering connection while children engage in creative activities, this volunteer contributes to ArtsLife’s broader purpose of supporting confidence, resilience and community connection for both children and their families.

As a role that is **Self Lead**, they are responsible for leading themselves in their own discipleship and working as part of a team

ROLE RESPONSIBILITIES OVERVIEW

Leadership Core competencies

1. Actively engage in the program, contributing positively to the team and participants.

2. Model a supportive and humble leadership approach that uplifts others and contributes to the team's needs.
3. Be able to solve problems when they arise and navigate conflict.
4. Communicate clearly and effectively with team members (including giving feedback & encouragement) and with other ministry stakeholders.
5. Be consistent and reliable.

Tasks May Include:

- Greeting parents and carers on arrival
- Making tea and coffee for parents during sessions
- Creating a friendly waiting-space environment
- Initiating conversation and helping parents feel at ease
- Supervising shared areas to ensure safety and respectful use
- Helping with basic room setup and pack down
- Notifying team leaders of any concerns or needs
- Helping support cleanliness and readiness of shared spaces
- Supporting new families to feel oriented and comfortable
- Being present and available as a welcoming point of contact
- Sharing information about Life Care programs, events and supports when appropriate
- Helping families understand next steps available to them (e.g. community programs, events, support services, church gatherings)
- Following Safe Church processes and maintaining appropriate boundaries
- Supporting a culture where children and families feel safe, respected, and valued

QUALITIES/ EXPERIENCE

Personal Qualities

- Warm, friendly and approachable manner
- Enjoys connecting with people from diverse backgrounds
- Good listener with a non-judgemental attitude
- Reliable and able to follow team guidance
- Hospitable and attentive to creating welcoming environments
- Comfortable initiating gentle conversation with parents and carers
- Respectful of boundaries and confidentiality
- Committed to creating safe spaces for children and families
- Supports the values of Life Care: Community, Integrity and Social Justice

Experience (Desirable but not essential)

- Experience in hospitality, customer service or community settings
- Experience volunteering in church, school or community programs
- Confidence interacting with families and caregivers
- Experience working in team environments
- Awareness of child safety practices

Requirements

- Willingness to comply with Safe Church policies
- Current Working With Children Check (WWCC)
- Completion of any required Safe Church / Child Safety training
- National Police Check
- Willingness to be part of a supportive team environment

SAFE CHURCH & OTHER POLICY REQUIREMENTS

An Artslife Volunteer must complete the following forms and processes BEFORE they can begin serving:

- a. Ministry screening questionnaire (<WWCC required)
- b. General Induction Video and Quiz
- c. <Leader/Serve> Level Code of Conduct for Volunteers
- d. Artslife Specific Induction
- e. Creating Safe Spaces Training (Only for over 16)
- f. National Police check

Endorsement by a leader will also be required which includes a ministry interview and reference checks. If you would like to trial the role, you have the capacity to do that after submitting a MSQ/already have a MSQ.

OUR COMMITMENT TO YOU:

Your leaders' commitment to you:

1. Encourage you in your relationship with Jesus, spiritual formation, and gifting.
2. Keep you accountable in your commitment to follow Jesus
3. Grow you in your leadership skills
4. Equip you with all you need to lead and serve in this role.

VOLUNTEER RIGHTS

As a volunteer, you have the right to:

- information about the organisation for which you are volunteering;
- a clear understanding of the role;



- know to whom you are accountable;
- be recognised as a valued team member;
- be supported and supervised in your role;
- a healthy and safe working environment;
- be covered by insurance;
- say no if you feel you are being exploited;
- be reimbursed for out-of-pocket expenses;
- be informed and consulted on matters which directly or indirectly affect you and your work;
- be made aware of the grievance procedure within the organisation; and
- Orientation and training.

GRLC LEADERSHIP STRUCTURE			
Leadership Level	Church Title	The What	Ratios
Leading the Church	Senior Pastor	Provides visionary leadership for the whole church	1: All
Leading the Department	Function Leader	Provides visionary leadership for a function/site in our church	1:5
Leading a ministry	Team / Ministry Leader	Provides visionary and operational leadership over a specific area of ministry	1:10
Leading leaders	Coach / Key Leader	Leads a small team of leaders to provide further equipping and encouragement	1:5-8
Leading others	Leader / Coordinator	Leads a small team or group of people (all ages included)	1:10
Self-led	Team Member	Leads themselves participating in a group or a team	-

I accept these terms as detailed in this position description

Signed: _____

Date: _____