

## Volunteer Role Description

<b>Position</b>	Education Programs Assistant
<b>Portfolio</b>	GeckoEd
<b>Supervisor / mentor</b>	Jenny Madigan

<b>Purpose of the role</b>
To assist lead educators with delivery of our range of education programs
<b>Tasks and duties</b>
<ul style="list-style-type: none"> <li>- Assist with set up and break down for holiday programs at Gecko house and other locations as well as after school programs</li> <li>- Assist lead educators with running of programs, supervising the children with games and craft and other general duties</li> </ul>
<b>Estimated hours</b>
Varied, mostly during school holidays and Fridays during school term. Flexibility required. Maximum 8 hours per week

<b>Required / desired skills and experience</b>
<ul style="list-style-type: none"> <li>- Experience in education, specifically environmental education is highly desirable.</li> <li>- Some knowledge of Gold Coast ecosystems especially mangroves, rainforests, dunes, wetlands is preferred or the willingness to acquire this knowledge.</li> <li>- Ability to work as part of a team and communicate effectively with all team members</li> <li>- Understanding of the importance of effective, professional internal and external communications for an organisation</li> <li>- High level of computer literacy</li> <li>- Passion to protect the environment is a must!</li> </ul>