**Role Description**

**He kura te tangata**

<table>
<thead>
<tr>
<th><strong>Position title</strong></th>
<th>Volunteer Van Driver</th>
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<tbody>
<tr>
<td><strong>Primary work unit</strong></td>
<td>Disability Services</td>
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<tr>
<td><strong>Responsible to</strong></td>
<td>Volunteer Coordinator</td>
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<tr>
<td><strong>Responsible for</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Position status</strong></td>
<td>Volunteer – Minimum 1 trimester</td>
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<tr>
<td><strong>Contribution</strong></td>
<td>20-30 minutes a week minimum</td>
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</tbody>
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**Our vision**

Victoria University of Wellington will be a world-leading capital city university and one of the great global-civic universities.

**Our mission and purpose**

Victoria University of Wellington's mission is to undertake excellent research, teaching and public engagement in the service of local, national, regional and global communities.

**Our values**

Victoria University of Wellington’s core ethical values are respect, responsibility, fairness, integrity and empathy. These values are manifested in our commitment to civic engagement, sustainability, inclusivity, equity, diversity and openness. We prize intellectual rigour and independence, academic freedom, critical enquiry and excellence.

**Victoria – our university**

Victoria University of Wellington is New Zealand’s globally-minded capital city university, focused on engaging with Wellington, New Zealand and the Asia-Pacific region and connecting with the world. Victoria values the expertise of its professional staff in supporting and enabling teaching, research and engagement activities.

Victoria is a progressive university with ambitious strategic goals and a commitment to having a professional workforce that reflects the diversity of its community. Professional staff engage with academic staff, students, parents, Government, iwi, community groups and many other external stakeholders. All professional staff are expected to uphold the reputation of Victoria through the way they undertake their work.

Victoria is committed to the Treaty of Waitangi. “Mai i te iho ki te pae” is the Māori Strategic Outcomes Framework which is linked to Victoria’s Strategic Plan.

*Mā te rautaki tātou e koke whakamua*  
(via the strategy we strive to move forward together)

For further information about Victoria go to [www.victoria.ac.nz](http://www.victoria.ac.nz) and [Welcome to Victoria](http://Welcome to Victoria).

Role Description: 11 October 2018
Position purpose

Disability Services Volunteers

Disability Services’ volunteers provide quality services to students with disabilities in a cost-effective manner, through utilising the volunteer effort of the University community. Currently volunteers perform the roles of note-takers in lectures, team leaders (responsible for a group of note-takers), access guides and drivers of the mobility van that transport students with mobility impairments.

Volunteerism builds strong and cohesive communities, giving people a connection with the community they belong to and a sense of purpose.

Van Drivers

The University environment is one where the ability to move around, and in-between, campuses can be challenging given our hilly terrain, particularly in the tight timeframe between classes. To eliminate this barrier we have Van Drivers to run the mobility van service to ensure students are able to attend classes. There are many mobility and medical related impairments which may cause a student to require the use of the mobility van. This impairment may be long-term, temporary or recurring.

Position location

Volunteer Van Drivers are located within the Disability Services team in Student Academic Services (Retention, Achievement and Equity). The role of Student Academic Services is to provide a range of management, professional and academic services that enhance the student experience and improve academic achievement. Disability Services is Victoria’s key service provider of disability advice, expertise and support. We work with students to identify their disability related needs, goals, strengths and specific supports. We work with staff to ensure Victoria is an inclusive education provider and that students receive equitable access to their student experience.

Strategic context

Disability Services has a operational plan which is aligned to Victoria's Strategic Plan. Volunteer Van Drivers will help Disability Services achieve its goals by ensuring students receive quality and timely volunteer services that assist students to achieve their academic aspirations and ensure they can fully access Victoria’s campuses.

Key responsibilities

- Ensure that you arrive at the pick-up location to meet the student by the time provided in the schedule.
- Develop a strong working relationship with the students. It is important that they feel comfortable and respected.
- Ensure you keep yourself and the students safe. Report any hazards to the Volunteer Coordinator.
- Provide physical stabilising support if needed.
- Inform the Volunteer Coordinator immediately if you are unable to do a van run.
- Maintain agreed protocols and confidentiality. The student and their needs should not be discussed outside of Disability Services.

Personal care (e.g. toileting and heavy lifting) is not the role of the Van Driver.
Emotional support is also not the role of the Van Driver.
If you believe that the student needs support outside of your role please encourage them to talk to their Disability and Inclusion Adviser and advise the Volunteer Coordinator.
Refer to the Van Drivers’ Resource Booklet for further information.

Key relationships
The Disability Services Volunteer Coordinator coordinates the schedule and is the contact person if there are any problems with the van or if you need anything to do your role. They will email updates throughout the trimester.
The Volunteer Coordinator is also the support person if any issues arise with the student. In some cases they may refer you to a Disability and Inclusion Adviser for additional advice.

Selection criteria – essential
- A full, current and clean driver’s license.
- Must be able to obtain criminal records clearance from the Ministry of Justice and a Demerit Points and Suspension History from the New Zealand Transport Agency. The Volunteer Coordinator will support you to do this.
- At least 20-30 minutes free per week to do a van run.
- A responsible and reliable attitude. Students cannot attend their class if you do not show.
- Empathy for students.
- Belief in the importance of volunteering.

Selection criteria – desirable
- A personal philosophy which embodies volunteerism
- Experience and enjoyment of being in a team situation
- Knowledge of the benefit of Disability Services for students with impairments
- Knowledge of the University environment and the structures that exist
- Awareness of the issues surrounding disability

Disability Services Provides
- A friendly and supportive volunteering environment. We believe in the importance of volunteers and are committed to helping you make a difference.
- Training in the use of the hoist.
- Opportunity to attend a Defensive Driving Course.
- Opportunity for disability and inclusion training.
- Opportunity to network with the University community.
- Regular information and support.
- A koha and certificate for your contribution and effort.
- Opportunities for self-development, including the Victoria Plus Award programme.
- Reimbursement of costs incurred.