

## VOLUNTEER ETHICS COORDINATOR

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### POSITION DESCRIPTION

Ethics coordinators establish and meet the need for an ethics program for students at their local school.

As an ethics coordinator, you would achieve this through liaising with school staff and the school community, with Primary Ethics, and with the volunteer ethics teachers who you recruit and support during their training and ethics teaching experience. Effectively, the ethics coordinator is the glue that holds an ethics program together.

**Hours:** an average of around 2 hours per week during school term with some work during school holidays. There may be peaks in workload at the end and beginning of the year when making arrangements for classes and at any time when recruiting and inducting new ethics teachers. We ask that you commit to volunteer for at least one year to ensure continuity for the school and students.

**Location:** Mostly working from home, although semi-regular visits to the school to meet with school staff, the parent community and ethics teachers make the job much easier. Local appointments to interview prospective volunteers are also required, and keeping in touch with ethics teachers with an occasional social event helps to build a strong team of volunteers.

#### Role and responsibilities

1. Build a team of ethics teachers to meet the need for ethics classes at your school. This may involve:
  - Sourcing, interviewing and recruiting volunteers from the parent and broader community
  - Supporting new ethics teachers through induction
  - Checking the team's child protection requirements keep up-to-date
  - Arranging small, semi-regular 'catch-up' social events
  - Ensuring the volunteer records for their school are accurate and up to date
2. Provide information about ethics classes and volunteering to the school and school community, eg:
  - Print and deliver copies of the 'School Teacher's Guide' and 'Student Welcome Letter' each year
  - Speak at P&C meetings or a kindergarten orientation days
  - Draft notices or articles for the school newsletter
  - Put up flyers in your local library, shops or community centre
3. Establish a collaborative relationship with the school staff to ensure smooth running of the ethics program, including:
  - Working with school staff to set up ethics classes
  - Providing ethics teachers' authorisation and contact details to the school office and ensuring all volunteers meet Department of Education requirements
  - Advising the school of changes such as when a class has a replacement casual ethics teacher or when a teacher is away

- Planning communications to ensure the school community is informed about the availability of ethics classes and/or the need for volunteers
4. Understand and apply Primary Ethics and Department of Education policies to ensure the safety of children and the quality of the program. This might include:
- Reading all communications from Primary Ethics and keeping abreast of policy developments
  - Actively encouraging your teachers and the school if required to be aware of and adhere to these
  - Communicating with your Primary Ethics manager if you have any questions or concerns

#### What's required?

This role will suit you if you have good organisational and administrative skills, are a confident computer user and enjoy meeting new people and inspiring others to volunteer.

#### Support and management

Primary Ethics will provide you with online training and access to resources. As an ethics coordinator you will report to the volunteer regional manager for your area. Regional managers can answer your questions and offer guidance and support. In the absence of a regional manager you will report to one of our volunteering managers (north or south), who are based in our Sydney office. You're also welcome to contact us from 9am-5pm, 5 days a week for support and assistance (02) 8068 7752.

#### Selection Criteria

In determining your suitability for the role, Primary Ethics will consider:

- How well you can meet the responsibilities and requirements for the role
- Your willingness to adhere to program requirements to ensure class quality and child protection
- Your availability for the duration and frequency required by the role
- Any matters which may impact the integrity of Primary Ethics' program or its reputation
- Your commitment to helping children develop a lifelong capacity for ethical reflection and critical thinking

Please note, all applicants are required to obtain a Working with Children Check and submit a criminal history check. Applicants with a criminal history involving minors, violence, sexual assault/indecency, fraud or serious drug related matters are not eligible for a volunteering role with Primary Ethics.

For further information on this role, please contact the Primary Ethics office on (02) 8068 7752 or email [volunteering@primaryethics.com.au](mailto:volunteering@primaryethics.com.au). To apply, visit [primaryethics.com.au/volunteer](http://primaryethics.com.au/volunteer).