



VOLUNTEER ROLE DESCRIPTION

Position Title	Freedom Wheels Volunteer - Bike Assembly
Reports to	Volunteer Team Leader
Hours of Duty	Flexible, approximately 1 day per week per week or biweekly
Date prepared	2 August 2011
Review Dates	27 August 2013, 12 November 2018, 6 September 2021

POSITION PURPOSE

Freedom Wheels (FW) is a unique program enabling children with disabilities to experience the thrill of riding a bike. Volunteers work together under the direction of the Team Leader to assemble bikes to client specifications established in client assessment clinics.

Other related activities

- Volunteers can assist the Occupational Therapists in promoting Freedom Wheels by attending expo's, and the like
- Collection of bikes and stock from local suppliers
- Transportation of completed bikes to clients

ORGANISATIONAL RELATIONSHIPS

The Freedom Wheels Volunteer works with the Freedom Wheels Coordinator (FWC), and other Freedom Wheels Volunteers.

KEY DUTIES AND RESPONSIBILITIES

Bike Customization

- Report to Solve-TAD Office, sign in and go to workshop
- Follow instructions ensuring bikes are assembled to a high standard
- With the guidance of the FW Builders Manual and individual bike configuration sheets assemble FW parts as required and fit parts to each bike
- When each bike is completed, ensure the final configuration is checked against the "bike checklist form"
- Conduct bike service
- Sign out at the end of the day

Comply with Solve-TAD policies:

- Adhere to OH&S guidelines to ensure safe manual handling
- Privacy and confidentiality of clients is to be maintained at all times

JOB SPECIFICATION

Knowledge Skills and experience

- Volunteers need an interest in cycling and knowledge of basic bike mechanics, such as adjustment of pedals, brakes, chain tension, seat/handlebar position
- Well organized, able to complete work within agreed timeframes
- Attention to detail

Personal Attributes

- Able to communicate effectively with and staff and volunteers
- Capacity to work collaboratively as part of a small team, showing consideration and respect for others
- Reliability
- Enjoy working in a team
- Exercise due care when assembling bikes to ensure a high standard of workmanship

OTHER RELEVANT INFORMATION

Background checks

- Volunteers are required to undergo a NDIS Worker Screening Check and a Working with Children's Check prior to commencing
- Volunteers are required to provide names of suitable referees
- Volunteers are required to sign a Safety Screening- Background Declaration form

Other requirements

- Volunteers are required to attend induction training, and workshop induction training
- Volunteers must comply with Solve-TAD OH&S policy and work in a manner that is without risk to self, staff or clients
- After participating in approximately three bike builds, the Freedom Wheels Coordinator will provide feedback to the volunteer and give them an opportunity to discuss any concerns or issues they have
- When possible participate in Solve-TAD training, branch days and promotional activities
- Solve-TAD identification is to be worn when assembling bikes
- It is preferable that volunteers wear Solve-TAD polo shirts when assembling bikes, participating in expo's, etc.

PHYSICAL REQUIREMENTS FOR POSITION

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties			✓
Reading tasks		✓	
Writing tasks		✓	
Sitting (extended periods)			✓
Walking/standing (briefly)-		✓	
Walking/standing (extended)	✓		
Driving car		✓	
Lifting/carrying duties (light)		✓	
Lifting/carrying duties (heavy)		✓	
Pushing/pulling tasks (light)			✓
Pushing/pulling tasks (heavy)			✓
Bending/kneeling requirements	✓		
Exposure to dust/dirt		✓	
Exposure to hazardous materials			✓
Exposure to noise			✓
Repetitive arm/wrist/hand movements		✓	
Other (please specify)			