

### VOLUNTEER ETHICS COORDINATOR

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#### POSITION DESCRIPTION

Ethics coordinators become a vital part of the school community, liaising with school staff, parents and volunteer ethics teachers to coordinate ethics classes at their local school. Enjoy personal and professional development as you enable children in your local community to access ethics education.

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.

**Overview:** Ethics coordinators establish and manage the ethics program at their local school.

You achieve this by liaising with the school staff and community, Primary Ethics and the volunteer ethics teachers you recruit. Effectively, the ethics coordinator is the glue that holds an ethics program together.

**Hours:** This position requires on average 2 hours per week during school term and some work during holidays. There may be peaks in workload when creating and allocating classes at the start of the year and when you recruit new 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; but with local appointments to interview prospective new ethics teachers and semi-regular visits to the school to meet school staff, ethics teachers and the parent community.

#### Role and responsibilities

1. Build a team of teachers to meet the need for ethics classes at your school.
  - Source, interview and recruit volunteers from the parent body and broader community
  - Support new ethics teachers through their induction
  - Assist volunteers with their compliance requirements (e.g., encouraging your team to complete annual child protection training and post class reports)

- Arrange small, semi-regular 'catch-up' social events
  - Assist ethics teachers with any issues that arise, by liaising with the school and/or Primary Ethics (e.g., insufficient classroom space or classroom incidents).
2. Establish a collaborative relationship with the school staff to ensure smooth running of the ethics program:
- Work with school staff to set up ethics classes
  - Create and manage ethics teachers' schedules using our online volunteer portal EVIE
  - Advise the school of changes such as teacher absences and when a class has a relief teacher.
3. Complete and keep training and child safety compliance requirements up to date:
- Complete initial training, which includes online modules
  - Complete the 3.5-hour ethics coordinator workshop after 3 months in the role. There are face-to-face and online virtual classroom options
  - Complete annual child protection and other ongoing training as required.
4. Provide information about ethics classes and volunteering to the school and school community, e.g.:
- Supply communications to keep the school community informed of availability of ethics classes and the need for volunteers
  - Speak at P&C meetings or kindergarten orientation days
  - Draft notices or articles for the school newsletter using Primary Ethics templates
  - Put up flyers in your local library, shops or community centre
  - Print and deliver copies of the 'Student Welcome Letter' each year
  - Work with your regional/ area manager on occasional promotional activities in your area.
5. Understand and apply Primary Ethics and Department of Education policies to ensure the safety of children and the quality of the program:

- Read all communications from Primary Ethics (such as monthly volunteer bulletin emails) and keep abreast of policy developments
- Actively encourage your teachers, and the school if required, to be aware of and adhere to these policies and procedures
- Regularly communicate with your Primary Ethics manager to keep them informed about the program and to ask any questions you may have.

### Requirements

This role will suit you if you:

- Have good organisational and administrative skills
- Are a confident computer user
- Enjoy meeting new people
- Can inspire others to volunteer
- Are an Australian citizen or permanent resident.

### Support and management

Primary Ethics will provide you with online and face to face training and access to resources. As an ethics coordinator you will report to your local regional or area manager. They can answer your questions and offer guidance and support.

Volunteering managers and support staff can also be contacted in our Sydney office from 9am-5pm, 5 days a week for any additional assistance.

### 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 using the link we provide. 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.

If you have any further questions, please contact the Primary Ethics office on (02) 8068 7752 or email [info@primaryethics.com.au](mailto:info@primaryethics.com.au).

To apply, visit [primaryethics.com.au/volunteer](https://primaryethics.com.au/volunteer).