

### **TAC L2P LEARNER DRIVER MENTOR PROGRAM (0.6)**

#### **ROLE:**

The role is for the coordination and support of the Buloke and Loddon Shires' L2P Program. The program matches young learner drivers with trained Volunteer Supervisor Drivers to support and enable the learner to achieve the mandatory 120 driving hours.

To coordinate an L2P Program to meet Learner Driver and Volunteer Supervisor participant goals as specified.

The program matches disadvantaged young learner drivers with training Volunteer Supervisor Drivers to support and enable the learner to achieve the mandatory 120 hours of driving experience as required by the Victorian Graduated Licensing System.

Attendance will be required for this position during the school term holidays.

#### **KEY SELECTION CRITERIA:**

- SC1** Ability to recruit, manage and support volunteers and a genuine interest in working to assist them to attain specific goals;
- SC2** Demonstrated project management skills including planning, program implementation, evaluation and time management.
- SC3** Knowledge and understanding of the range of issues facing disadvantaged young people.
- SC4** Demonstrated problem solving skills.
- SC5** Ability to work with and contribute to a team and steering committee.
- SC6** Well-developed verbal and written communication skills and sound ITC skills.

#### **KEY RESPONSIBILITIES:**

1. Maintain current documentation for the TAC L2P Program as required by funding agreement.
2. Recruit Volunteer Supervisor Drivers for the program.
3. Arrange training and refresher training for all Volunteer Supervisor Drivers as required.
4. Provide ongoing support to all Volunteer Supervisor Drivers.
5. Recruit eligible participants through local media, schools, VCAL, Flexible Learning Options (FLO), and LLEN programs.
6. Manage the booking and administration system for the program.
7. Monitor and ensure that components of each stage are being completed as per program plan.
8. Report to L2P Committee on a needs basis.
9. Coordinator biannual team building and social get-together for participants, volunteers and committee.
10. Undertake Program Evaluation and report to the funding body, key stakeholders and committee as required.
11. Adhere to the program's policies and procedures as relevant to this position including risk management, vehicle operating policy and procedures and accident reporting procedures.