



Volunteer Role Description

Title	Melaleuca Garden Program Co-ordinator Volunteer
Department	Environmental Planning
Location	Melaleuca Activity Hub, Clarinda
Reports to	Gardens for Wildlife Officer, Environmental Planning

Position Objectives

The Melaleuca Garden Program Co-ordinator volunteer will provide support to the Melaleuca Garden Program Leader volunteer in the development of gardening activities and events at Melaleuca Activity Hub. This role is designed to assist with the delivery of gardening activities such as working bees, educational events, planting days and to support some of the activities of the Gardens for Wildlife program.

Time commitment

A minimum of 4 hours per week is requested with a requested minimum commitment of 6 months.

The precise hours and days of volunteering will be negotiated to meet both the availability of the volunteer and the needs of Council.

Ideally, the Melaleuca Garden Program Co-ordinator will meet with other volunteers at Melaleuca Activity Hub at least once per fortnight.

Key Responsibilities

- Co-ordinate gardening activities for the Melaleuca Garden Program.
- Assist with set up and maintenance of garden tools and the Melaleuca Garden Program resources.
- Assist the Melaleuca Garden Program Leader in the planning and development of the program
- Attend and assist with co-ordination of gardening activities such as working bees and planting days.

Position Requirements

1. Desired Knowledge and Skills

- An ability to actively listen and clearly communicate to other volunteers, Council staff and community members.
- Organisation and time management skills.
- Knowledge and interest in native plants and habitat gardening is highly desirable.

2. Qualifications and Experience

- Experience in co-ordinating educational activities, community engagement or gardening events.
- Knowledge of gardening practices and a passion to share knowledge

3. Required checks and licences

- Hold and maintain a Working with Children Check (volunteer status).
- Hold and maintain a Police Check (organised and paid for by Council). An international police check will be conducted if the applicant has been a permanent resident or is a citizen of another country within the last 12 months.

Induction and Training

Council is committed to ensuring volunteers are adequately trained to carry out their volunteer role. The Volunteer Program Supervisor will ensure that volunteers are provided with an induction prior to commencement. Individual training requirements will be assessed during the initial interview stage, and during the course of the volunteer's time with Council.

It is the volunteer's responsibility to attend the program induction and compulsory training courses, such as Child Safe training.

Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all volunteers:

Values and Behaviours	<p>The City of Kingston has six organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to our community. Volunteers have an important role to play in upholding Kingston's ethics and values, including the Code of Conduct. Kingston's Values are:</p> <ul style="list-style-type: none">• Future Orientated• Accountable• Expert• Celebrate• Community Centric• Dynamic <p>A copy of Council's Code of Conduct will be provided to you on commencement.</p>
Safe Workplace Actions	<p>Volunteers are to display and promote safe actions at all times.</p>
Equal Opportunity & Child Safe Standards	<p>The City of Kingston are an equal opportunity and child safe employer.</p>

Physical requirements of the position

Task Performed	Frequently Performed	Sometimes
	More than 2 hours in 1 shift or continually for 30 min	Less than 2 hours in 1 shift
Sitting		✓
Driving		
Walking/Standing		✓
Steps/Stairs/Climbing		
Lifting/Carrying (Light) <10kg		✓
Lifting/Carrying (Heavy) >10kg		
Pushing/Pulling		
Chopping/Digging		✓
Bending/Kneeling		✓
Exposure to chemicals or hazardous materials		
Exposure to hot/cold temperatures		