



# Volunteer Role Description

<b>Title</b>	<b>Melaleuca Garden Program Leader Volunteer</b>
<b>Department</b>	Environmental Planning
<b>Location</b>	Melaleuca Activity Hub
<b>Reports to</b>	Gardens for Wildlife Officer, Environmental Planning

## Position Objectives

*The Melaleuca Garden Program Leader volunteer will assist in leading the Garden Program at Melaleuca Activity Hub in Clarinda. The role will work closely with Council's Gardens for Wildlife Officer in the development of a community group, leading new garden projects, scheduling quarterly working bees and planning of educational and community events.*

*The Melaleuca Garden Program will aim to encourage local residents to participate in activities that support biodiversity goals and provide opportunities to connect and learn more about indigenous plants, habitat creation and gardening skills. The Melaleuca Garden Program Leader will be supported by one or more Melaleuca Garden Program Co-ordinators.*

## 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 Leader will work with other volunteers from Melaleuca Activity Hub at least once per fortnight.

## Key Responsibilities

- Lead the establishment of a new Garden Program at Melaleuca Activity Hub
- Facilitate and plan quarterly working bees and other activities
- Develop relationships with members and foster a culture of inclusion
- Induct new members into the group
- Communicate with Council staff on needs and requirements for the group

## 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
- Leadership and/or project management skills
- Knowledge and interest in native plants and habitat gardening

## 2. Qualifications and Experience

- Experience in leading, supervising and supporting people within a community group setting
- Commitment in providing accessible, equitable and relevant opportunities for the local community to participate in

## 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:

<b>Values and Behaviours</b>	<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"><li>• Future Orientated</li><li>• Accountable</li><li>• Expert</li><li>• Celebrate</li><li>• Community Centric</li><li>• Dynamic</li></ul> <p>A copy of Council's Code of Conduct will be provided to you on commencement.</p>
<b>Safe Workplace Actions</b>	<p>Volunteers are to display and promote safe actions at all times.</p>
<b>Equal Opportunity &amp; Child Safe Standards</b>	<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		