



## Volunteer Position Description

**Volunteer role title:** Garden and Maintenance Volunteer

**Last updated:** September 2022

### Role summary

The role of the Garden and Maintenance volunteer is to support Rosewall Community Centre by maintaining and looking after the outdoor spaces, including gardens, to ensure the Centre looks presentable, clean and tidy.

### Time Commitment

Garden and Maintenance volunteers are expected to work shifts of 2-4 hours per shift including set-up and pack-down time.

### Key Responsibilities

- To work with the Education and Programs Coordinator and fellow volunteers to plan the maintenance and upkeep of the outdoor areas at the Centre.
- Maintain the outdoor spaces through tasks such as mowing, weeding, hedging, planting and pruning, rubbish pick up and removal, cobweb removal, and more.
- Work within OH&S requirements of Rosewall Community Centre including reporting all incidents/injuries/near misses to a member of staff and always using PPE safety gear e.g., earmuffs, safety goggles, gloves, hi-vis vest.
- Support and participate within the Garden Group.
- Ensure areas and equipment is kept secure and that fire exits are kept clear.
- Provide feedback as needed to Manager or Education and Programs Coordinator, including advising of any purchases needed or any equipment faults.

### Skills required

- Basic knowledge of gardening and safe use of gardening equipment.
- Excellent interpersonal skills with the ability to engage positively, respectfully, and courteously with a diverse range of community members, staff, fellow volunteers, and other stakeholders.
- Encourage a supportive learning environment and promote skill sharing at Garden Group.
- Attention to detail with an ability to show concern for all aspects of the role.
- Ability to prioritise requirements and while working alone and/or in a group.
- Ability to follow direction, and to proactively report hazards, risks, or feedback to Centre staff.

## **Physical Requirements**

- A moderate level of physical fitness is required to undertake this role. The role requires bending, lifting, pushing and pulling of garden equipment and materials up to 10kg. Volunteers must be able to be on their feet for extended periods. Rosewall will support volunteers to work within their limits and stay free from injury.
- Ability to work outdoors in cold and warm weather.

## **General Requirements**

- Be 18 years of age or older
- Satisfactory Police Check (must be renewed every 3 years or upon request)
- Working with Children (Volunteer) check
- Attend Induction training
- Attend program specific training and meetings as required.

## **Code of Conduct**

The Code of Conduct outlines the minimum standards of behaviour and conduct which volunteers must comply with when carrying out their duties in association with Rosewall Community Centre.

## **Child Safety and Working with Children Check**

Rosewall Community Centre is a Child Safe Organisation. We recognise the safety of all children including Aboriginal children, culturally and/or linguistically diverse children and children with a disability. The Centre requires volunteers working in child related positions or who have contact with children as part of their role to hold a current Working with Children Check Card, update their card with the Department of Justice with Council as their place of volunteering, and to provide the Council with proof of this. Any changes to the status of a volunteers' Working with Children Check must be advised to Council immediately.

## **Criminal Record Check**

A Criminal Records Police Check must be undertaken prior to commencement for all volunteers. An unsatisfactory assessment may result in the volunteer not being recruited and we encourage volunteers to be proactive in discussing any criminal record. A volunteer who refuses to complete the appropriate forms will not be accepted.

## **About Rosewall Community Centre**

Rosewall Community Centre is a not-for-profit community-based neighbourhood centre that has operated at 36 Sharland Rd, Corio since July 1980. The Centre was established by the Shire of Corio (this was the local Government prior to amalgamation into the City of Greater Geelong), and was originally part of a hub that included Rosewall Primary School and Rosewall Kindergarten. Rosewall Neighbourhood Centre became an incorporated association in 1989 and has since been managed by a Committee of Management from the Community and User Groups of the Centre.

As well as the Sharland Rd site, Rosewall Neighbourhood Centre is responsible for the management of the Hendy St Hall. The hall is booked at a subsidised rate, on a casual or regular basis, for community classes and gatherings. Hendy St Hall also provides Rosewall Neighbourhood Centre with the capacity to offer more activities or courses

Rosewall Neighbourhood Centre is a registered Learn Local, which means we are funded by the Department of Education through the Adult and Community Further Education (ACFE) Board to

deliver education programmes that pathway onto further education or employment. Rosewall Neighbourhood Centre has 4 ongoing part time staff, approximately 9 contract and casual staff and approximately 30 volunteers.