

**VOLUNTEER POSITION DESCRIPTION**

|  |  |
| --- | --- |
| **Title:** | **Volunteer Leader – Community Garden** |
| **Usual work location:** | Canberra – Gordon Community Centre, Tuggeranong. |
| **Cost Centre:** | 153 |
| **Usual hours of work:** | Tuesdays, Wednesdays or Fridays between 10am – 1pm and/or 2pm - 4pm by negotiation with staff  |
| **Length of Appointment** | 3 month probation period, position reviewed 6 monthly |
| **Position Objective:** | The Gordon Community Centre is developing a community garden to provide the Lanyon Pantry with some fresh produce, as well as providing local people with an opportunity to volunteer and learn about gardening. The volunteer role supports the development and ongoing management of the Community Garden and is responsible for coordinating other Garden volunteers and gardening activities in collaboration with the Centre Coordinator.  |
| **Position Responsibilities:** | * Attend an induction training session prior to commencing and ongoing training as required
* Liaise with the Centre Coordinator to agree on plans for, and then coordinate:
	+ Volunteer working bees for setting up garden beds and pots
	+ Volunteer planting activities both initially and at designated periods of the year
	+ General gardening including pruning, watering, weeding, fertilizing and topping up soil
	+ Assist with the cleaning and maintenance of garden areas including sweeping, raking and waste disposal (general maintenance undertaken fortnightly by external company)
* Follow staff directions regarding the collecting of produce for the Lanyon Pantry
* Communicate in a non-judgmental and respectful manner to anyone who attends the Centre
* Maintain safety in the environment and report any incidents/hazards immediately
* Uphold the privacy and confidentiality of any Centre service users and maintain appropriate boundaries
 |
| **Key behaviors:** | InterpersonalEstablishes cooperative and productive relationships by understanding and responding to the needs of others.Job MotivationIs a self-starter and self-motivated and maintains a high level of enthusiasm for work responsibilities.ReliabilityAdheres to routine and follows instruction in order to ensure consistency in process and result.CommunicationCommunicates clearly and accurately – listens to and understands the views of others. |
| **Key skills:** | * Ability to undertake physical activities in an outdoor environment
* Ability to work well in a team, interacting with individuals from various backgrounds
* Respectful and clear communication skills
* Able to prioritise activities or seek clarification when necessary
* Able to follow instructions and complete tasks with minimal supervision
* Able to identify and maintain appropriate boundaries when engaging with clients or other volunteers and seek assistance when required
 |
| **Key knowledge areas:** | * Basic knowledge of gardening and willingness to learn
 |
| **Key experience:** | * Experience working with people from various background
 |
| **Reports to:** | Gordon Community Centre Coordinator |
| **Direct reports:** | Community Garden Volunteers  |
| **Key Requirements for this position:** | X SafeSelect™X Statutory DeclarationX National Police Checking Service Form X Working With Vulnerable People CardX Anglicare Volunteer Application FormX Other: Driving License preferable to collect items for garden  |