



ALDINGA COMMUNITY CENTRE

VOLUNTEER GARDEN & MAINTENANCE POSITION DESCRIPTION

Volunteer Garden & Maintenance

Volunteers play an important role at Aldinga Community Centre through giving their time and skills freely to make a difference in local communities. With over 60 volunteers involved in many different programs, we are committed to providing a rewarding and mutually beneficial volunteering experience. We follow best practice in volunteer management through adopting the Volunteering Australia National Standards.

The Volunteer Position Description is designed to ensure that the aims and objectives of each program are being met, the rights of volunteers and clients are protected, and there is a clear understanding of the activities to be undertaken by the volunteer.

Position Title	Garden and Maintenance
Section:	Centre Maintenance
Reports To:	CDO through CDSO

Program Purpose	To provide the centre with fresh and organic fruit and vegetables to be used in the delivery of community meals and to provide learning opportunities to community members in organic gardening.
Volunteer Hours:	
Days:	
Times:	
Purpose:	To maintain the vegetable and flower gardens (the fresh vegetables for use in the Centre's kitchen) and to maintain a safe environment for the Community.

Responsibilities	<ul style="list-style-type: none"> ▪ Assist in establishing goals, objectives and outcomes for gardening projects and gardening maintenance. ▪ Ensure protective clothing and safety footwear is worn at all times whilst performing duties. ▪ Provide assistance to other volunteers. ▪ Maintain a safe working environment. ▪ Adhere to all Safe Work Procedures. ▪ Compliance with Centre policies and procedures with respect to Equity and Diversity and Work, Health and Safety and Injury Management. ▪ Work within the guidelines of this Position Description and adhere to all policies, procedures and guide lines pertaining to the volunteer role, in particular the Volunteer Management Procedure, Volunteer Work Agreement and the Volunteer Code of Conduct. ▪ Willingness to attend regular training and other meetings for volunteers. ▪ Other duties as requested by the Community Development Officer.
-------------------------	--

Key Attributes:	<ul style="list-style-type: none"> ▪ To work as a team member. ▪ National Police Certificate.
<i>Knowledge</i>	<ul style="list-style-type: none"> ▪ Knowledge of customer service principles and practices associated with vegetable and flower gardens.

	<ul style="list-style-type: none"> ▪ Knowledge of team based working environments. ▪ Knowledge of safe lifting/manual handling techniques.
<i>Skills & Abilities</i>	<ul style="list-style-type: none"> ▪ Ability to participate positively in a team environment. ▪ Ability to relate to people from diverse backgrounds. ▪ Ability to competently and safely use gardening equipment and tools. ▪ Ability to assist with problem solving and decision making. ▪ Ability to work under minimal supervision and manage time effectively. ▪ Awareness of Safety matters and the requirements of Work, Health and Safety, Equal Opportunity Act and Disability Discrimination Act. ▪ Understand and maintain confidentiality.
<i>Experience</i>	<ul style="list-style-type: none"> ▪ Experience in undertaking construction and/or maintenance of vegetable and flower gardens.

Qualifications:	Not Required
------------------------	--------------

Training:	<ul style="list-style-type: none"> ▪ Volunteers will be provided with an induction, induction kit and site orientation visit. ▪ Ongoing training as determined by the Community Development Officer or Volunteer Co-ordinator.
------------------	--

Benefits:	<ul style="list-style-type: none"> ▪ Opportunity to gain skills and experience through working as a volunteer with Aldinga Community Centre. ▪ Participation in volunteer recognition events. ▪ Training and personal development opportunities. ▪ Personal Accident Insurance coverage for volunteers registered with the Centre. ▪ Personal satisfaction.
------------------	--

This position description accurately reflects the responsibilities, duties, skill requirements and training needs for the position.

This position description reflecting the responsibilities, duties and skill requirements for the position, has been read, understood and agreed to by volunteer.

Name of Volunteer	
Signature	
Date	

Centre Representative Name	
Signature	
Date	