



DEVONPORT CITY COUNCIL POSITION DESCRIPTION

Position Title:	Friends of the Don Reserve Volunteer
Department:	Corporate, Community & Business Services
Section:	Community Services
Location:	Don Reserve and Surrounding Areas
Status:	Volunteer

A. PURPOSE OF THE POSITION

To assist Council to increase biodiversity health of the Don Reserve and surrounding area.

B. PRINCIPAL ACCOUNTABILITIES

Accountability	Measures
Assist with undertaking bushland conservation activities in the Don Reserve and surrounding Council-managed areas.	<p>Examples of activities may include:</p> <ul style="list-style-type: none"> • Weed control and mapping • Flora and fauna surveys • Tree planting including site preparation • Litter collection • Fencing • Walking track construction / maintenance • Heritage restoration • Raising community awareness and involvement in bushland conservation, e.g. assisting with community or school-based field days / events • Any other activities related to bushland, waterway and coastal conservation
Comply with OH&S requirements & Council policies	<ul style="list-style-type: none"> • Comply with all legislation, Council safety procedures, safe work practices and instructions and ensure information is provided to the broader community as required • Take reasonable care of own health and safety and health and safety of other persons, including persons working under the direction or supervision of you, who may be affected by your acts or omissions at the workplace and comply with any direction given to you by the employer or responsible officer with respect to any matter relating to health and safety under the Act • Avoid, eliminate or minimize hazards within your control, and immediately report • Attend and actively participate in training programs provided in the interests of OH&S • Ensure accidents and near misses are reported

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C. CORPORATE ENVIRONMENT

Context

Volunteers, whilst operating under a moral code, also acquire certain rights and responsibilities. Volunteers have the right to at all times feel comfortable in their work environment, be supported, understand their obligations and what is expected of them, and to volunteer in a safe working environment. Access to adequate training, grievance and dispute processes and insurance cover are all rights of the volunteer.

Likewise, Council has expectations of its volunteers. These include punctuality, courtesy, reliability, compliance with policies, procedures and safe work practices and respect towards Council staff, fellow volunteers and members of the community with whom they have dealings. Volunteers and Council alike has the right to terminate a volunteer's involvement in a program or service at any time. It is expected that the terminating party provide adequate notification of their intention. Volunteers are not paid for their work, and operate in conjunction with, not in place, of paid staff members.

In accordance with Volunteers Australia advice on volunteering, volunteers will not be expected to undertake more than 16 hours volunteering service at the site in any given week.

Reporting relationships

The position reports to Council's NRM Officer.

In the event that a volunteer seeks support beyond Council's NRM Officer, Council's Volunteer Coordinator is to be contacted.

D. KEY COMMUNICATIONS

Internal

A close working relationship is required with the NRM Officer, other volunteers and occasionally other Council staff.

External

Volunteers will interact with members of the community. A high standard of customer service must be displayed.

E. SELECTION CRITERIA

The following criteria are provided to assist in the identification of a potential incumbent's skills, knowledge and experience required for competent performance in the position.

Essential Criteria

- Friendly and considerate personality
- Good communication skills
- Ability to relate to people from all walks of life and backgrounds
- Interest and/or knowledge of natural resource management, bushland conservation, horticulture and/or gardening
- Ability to work as part of a team
- Ability to undertake directions and requests within capabilities
- National Police Check

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Desirable Criteria

- General knowledge of Devonport and surrounding districts
- First Aid Certificate – Workplace Level 1
- Flexibility

OFFICE USE ONLY

Authorisation	Approved by the Community Services Executive Officer – 13 March 2018
Review	Reviewed by the NRM Officer – 13 March 2018