



# VOLUNTEER WITH COUNCIL

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## BASS STRAIT MARITIME CENTRE

### **VOLUNTEER ROLE: Local History Project Volunteer**

**Location:** 6 Gloucester Avenue, Devonport

#### **About the volunteer role**

Local History Project Volunteers contribute to the efficient, safe, and successful operation of the Bass Strait Maritime Centre (BSMC) by responding to public history enquiries and/or working on projects that contribute to the upkeep of BSMC's varied collections.

These include.

- Assisting members of the public with family and local history enquiries
- Assisting with project-based research for BSMC staff
- Other duties within capabilities

The expected time commitment is flexible, typically 10-3pm 1 to 2 days per week.

#### **Who this role communicates with**

##### Internal

This role will report to the museum coordinator.

A good working relationship is required with other team members at the BSMC.

##### External

Volunteers may interact with BSMC visitors and the broader Devonport community, as required.

#### **What we are looking for**

##### Essential criteria

- Good communication skills with a kind and considerate manner.
- High standards of personal presentation and good hygiene
- Ability to relate to a broad range and age of people.
- Ability to work as part of a team and a willingness to "muck-in".
- Well-organised with the ability to follow directions and requests, within capabilities.
- Interest in Devonport's local and maritime history
- A National Police Check is required\*

\* Council will reimburse your application fees; You will need to provide a receipt. We can help you to fill in the forms if you need assistance.

##### Desirable criteria

- An awareness of cultural tourism and/or museum practices
- Basic computer skills and/or a willingness to learn.
- Flexibility with availability
- An email address

# VOLUNTEER ROLE STATEMENT

## Organisational Expectations

Before starting your new role, you will need to complete an online safety induction as well as a site induction at your new workplace.

As a volunteer, you have the right to feel comfortable and safe in your work environment, be supported, and understand what is expected of you. Access to adequate training, complaint and dispute processes and insurance cover are all rights of a volunteer.

Council also has expectations of its volunteers. This includes punctuality, courtesy, reliability, adherence to policies, procedures and safe work practices and respect towards Council staff, fellow volunteers and members of the community. Volunteers are not paid for their work, and do not replace paid staff members.

As a volunteer, you must show the same level of professionalism, confidentiality, courtesy, and respect as employees in accordance with Council's [Staff Code of Conduct Policy](#).

You must comply with all Health and Safety legislation. Volunteers have a duty to take reasonable care of the health and safety of themselves and others.

Volunteers are expected to consistently display the following personal attributes:

- Ethics, values & integrity
- Commitment and enthusiasm
- Innovation
- Working with others
- Professional behaviours

See the [Volunteer Handbook](#) for more information about what you can expect from Council and what Council expects from volunteers.

## Council Values

Our core values capture those things which we believe are already valued and promoted in the organisation but have the potential to make Devonport City Council an even better organisation.

**CHAMPION** and respect one another. We respect and cheer-on one another, working together to serve the community.

**DEDICATION** to our customers and community. We are driven to understand the needs of our customers so we can connect them to the right solutions.

**PIONEER** positive improvement. We chase innovation and improvement, so we can keep getting better.

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<b>Authorisation</b>	Approved – March 2023 by Convention and Arts Centre Director
<b>Review</b>	Reviewed – March 2023 by Coordinator, Bass Strait Maritime Centre