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| Position Title | BUSHCARE & PARKCARE VOLUNTEER |
| Position No. | VOLUNTEER |
| Department | Infrastructure and Environment Department |
| Branch | Environment and Sustainability Branch |
| Section | Environment and Sustainability Education and Awareness |
| Award Stream and Level | Volunteer Administrative Services |
| Review Date | June 2023 |

Our Values:



COLLABORATION



COMMUNICATION



INTEGRITY



EFFICIENCY



LEADERSHIP

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| Our Purpose | Together we proudly enhance the quality of life for our community. |
| Our Values | Underpin behaviours that support and enable us to work constructively together to achieve our purpose. |

1. PRIMARY ROLES:

Bushcare and Parkcare volunteers provide a key role in supporting their Group Leaders to effectively run a Bushcare or Parkcare Program. The position undertakes natural area regeneration activities in consultation with their Group Leader and Ipswich City Council Officers.

2. ORGANISATIONAL STRUCTURE:

This position reports to the assigned volunteer Group Leader for the Bushcare and Parkcare site. The Council report is the Community Partnerships and Volunteer Coordination Officer.

3. KEY RESPONSIBILITIES:

- 3.1 Record all volunteer hours.
- 3.2 Complete induction paperwork and online training prior to ongoing volunteer opportunity.
- 3.3 Within volunteer's capacity support your Group Leader by undertaking activities in line with the site annual plan. For example, weed management, tree plantings, erosion control, group

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administration, event support, site maintenance, group promotion, and flora and fauna site monitoring.

- 3.4 Wear provided PPE, your own sturdy enclosed shoes or boots, long sleeved shirt, and long trousers, preferably cotton drill.
- 3.5 Support the Group Leader with administrative needs of the group as dictated by the frequency of scheduled activities.
- 3.6 Complete required training. Volunteers are required to undertake either registered training or be signed off/supervised in the safe use of tools and equipment used on site. For example, brush-cutters, use of hand tools and safe use of hand protection.

4. CORPORATE EXPECTATIONS

- Volunteers are expected to be familiar with and comply with the Code of Conduct and Council policies and procedures.
- The volunteer shall comply, so far as is practicable, with the Work Health and Safety requirements outlined below and shall comply with instructions given by his or her manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons. Additionally, it is the responsibility of the incumbent to:
 - Participate in planning, hazard identification and risk assessment of work activities
 - Report any new work hazard(s) to your supervisor
 - Undertake work only for which you are competent and skilled
 - Question any actions or decisions that you think are unsafe
 - Follow documented work instructions, control measures and procedures
 - Actively participate in all training provided
 - Correctly use and maintain PPE provided, protect yourself, your colleagues, and others
 - Consider safety every day.
- Security of Council information viewed or accessed during the performance of your volunteer duties is contained in the provisions of the Ipswich City Council Code of Conduct for Volunteers and you are required to ensure the security and appropriate intended use of Council information at all times.

5. QUALIFICATIONS:

Mandatory:

- 5.1 Appropriate level of fitness to undertake the required duties.

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Desirable:

- 5.2 Possess a passion and appreciation for protecting the environment.
- 5.3 Weed and native plant identification.
- 5.4 Good people and communication skills to interact with members of the public and the volunteer team.
- 5.5 Competent in using email and basic computer programs.

6. KEY SELECTION CRITERIA:

Volunteers will be invited to attend a trial day and complete an unregistered volunteer form. Volunteer positions depend on individual group's needs. Volunteers require the following.

- 6.1 Demonstrated ability to work within a team environment and take direction from Council staff and the Group Leader.
- 6.2 Experience, passion and or willingness to apply site specific environmental management techniques.