



Project Title:	Resource Recovery & Education Volunteer (RREV) Program
Position Title:	Event Assistant
Directorate:	Presentation and Assets
Unit:	Resource Recovery and Education
Days Required:	During Major Events
Hours Required:	At least 3 hours
Frequency of Attendance:	Negotiable

Unit Description:

The Resource Recovery and Education Unit sits within the Presentation and Assets Directorate and plays a key role in the presentation of the City and the provision of waste related services. The unit responsibilities include, but not limited to, responsible city cleaning, garbage/recycling collection and processing, urban drainage clearance, operation of landfill and transfer stations.

In addition to providing waste services and regulations, the unit frequently provide advice and education to encourage people to dispose/ recycle their waste responsibly. RREV program aims to provide community education services about disposal of waste in the three-bin system, resource recovery and litter reduction.

Project Background:

The project is designed to contribute to the council's vision of creating the world's most liveable community. It aims to reflect on the council's value of *inclusion and consultation* by improving the participation and interaction with the local community on disposal of waste in the three-bin system, resource recovery and litter reduction. It welcomes community ideas in the decision- making process for kerbside waste collection service.

The project contributes to Goal 1 (*Lead and govern for all*) and Goal 2 (*Wellbeing and fairness*) of the City's Community Plan 2017- 2021 by providing volunteers with the opportunity to:

- promote sustainable habits to minimise household waste to improve the public health and wellbeing
- be a part of a team and make friends
- learn new skills and share expertise in resource recovery and education
- share knowledge and ideas on resource recovery and waste reduction
- come together for social and learning purposes

The project aims to achieve the One Planet Living Framework principle- *Zero Waste* by educating and promoting awareness to encourage people to dispose of/ recycle waste responsibly. It also contributes to the principle: *Culture & Community* by a high rate of community involvement through the volunteering group to take actions in reducing waste and creating a healthy and sustainable city.

The project also aligns with Objective 4: *Reduce and divert food waste from the landfill* of Food System Strategy 2020-30 by implementing the food waste educational opportunities for the community members and local businesses.

Event Assistant Position Objective:

To assist the Resource Recovery and Education (RR&E) staff in planning, promoting, and delivering the waste education programs during major events.

Position Description:

This opportunity involves, but not limited to, preparing for, advertising or helping the Resource Recovery and Education team at a major event. Volunteers in this role will be added to the Events

Volunteer Register. When a volunteering opportunity arises, an email/text message will be sent out to them. If a volunteer is interested, they need to email/reply to Volunteer Coordinator with their availability.

Key Responsibilities:

- Assist the RR&E staff with event set-up, tear-down, and customer service activities.
- Photography: Taking photos at the events (obtain permission before taking public photos)
- Assist in distributing waste education brochures, posters and flyers during the event.
- Monitor event area and check for hazards.
- Assist with cleanliness throughout events.
- Answer public enquiries about the three-bin system and request feedback.

What you will gain from this role:

- Experience in resource recovery education and outreach
- Chance to develop event planning skills
- Experience to enhance your CV
- Opportunity to support a range of events organised by RR&E unit.
- Opportunity to ask for a reference after 20 hours of volunteer work

Skills and Knowledge:

- Commitment to work during major events for a minimum of three hours.
- Some knowledge of waste disposal in the three-bin system (Desirable).
- Experience working in community events (Desirable).
- Experience working under minimum or no supervision (Desirable).
- Commitment to ongoing waste education training provided by RR&E Officer.
- Passion for resource recovery and waste management.
- Be reliable and punctual.
- Excellent communication skills
- Physically active and ability to meet the demand of role, including prolonged standing and walking to different locations.
- Ability to read and comprehend the information provided by the Volunteer Coordinator.

Other Requirements:

- Must attend Orientation Training
- Police Check
- Driver's License (Preferred)
- Working with Children Check- Volunteer

Additional Information:

- Volunteers must work within the City's Health and Safety Policy.
- Volunteers must read and comply with City Policies and Procedures located in myimpact page.
- Volunteers must complete COVID safety training and obtain COVID safety badge located in myimpact page.
- Volunteers below the age of 16 need to provide parental consent.
- Volunteers are expected to dress in appropriate attire (clean clothing, free of holes/ tears, or any inappropriate signs/logos).
- Volunteers must wear High Visibility Safety Vest supplied by the Volunteer Coordinator.
- Volunteers must wear closed toe shoes, sunhat and sunscreen lotion.
- Volunteers can be provided with a permit (if required) to park their car in a designated area whilst they are acting in their role as a volunteer.

AUTHORITIES:

VOLUNTEER SIGNATURE: _____ DATE: __/__/__

COORDINATOR SIGNATURE: _____ DATE: __/__/__