



### Volunteer Position Description

Job Title:	Volunteer Gardener
Location:	321 Glenferrie Road Malvern
Department	The Gardening Team is a Sub-Committee of the 'Friends of Very Special Kids' Volunteers.
Reporting To:	Direct: Volunteer Head Gardener Indirect: Volunteer Coordinator
Main Purpose of Position:	A group of volunteers who throughout the year: <ul style="list-style-type: none"> <li>• undertake weekly gardening duties at 321 Glenferrie Road, Malvern.</li> <li>• support the ongoing development of the garden and grounds.</li> <li>• help ensure the garden and grounds are presented in the best possible manner and maintained to a high standard.</li> </ul>
Number of Direct Reports:	None
Decision Making Authority:	Volunteer Gardeners are supervised by the Volunteer Coordinator
Key Tasks:	<ul style="list-style-type: none"> <li>• To perform gardening duties including weeding, digging, pruning, planting, machine use (whipper snipper, ride on mower, edge trimmer etc.), sweeping paths, poisoning weeds, cleaning, general repairs and ad hoc duties as required.</li> <li>• To help maintain the gardens and grounds in a good condition together with various displays of plants as appropriate.</li> <li>• To assist with planning and development of garden and grounds as appropriate.</li> <li>• To assist within the Gardening Stall at the annual Fair.</li> <li>• Other duties as varied from time to time by agreement between the Volunteer Coordinator and the other Gardeners.</li> </ul>
Key Responsibilities:	<ul style="list-style-type: none"> <li>• Ensure equipment is maintained and in good working order.</li> <li>• Employ safe work practices in accordance with OH&amp;S policy and procedures.</li> <li>• Promote Very Special Kids policies at all times and report any issues of concern.</li> <li>• To attend supervision and training meetings or online training as required.</li> <li>• Act as an ambassador for Very Special Kids.</li> </ul> <p>Very Special Kids is committed to safety. The achievement of this objective is a shared responsibility of all staff, families and volunteers. All volunteers should endeavour to undertake activities in a manner which creates a safe work place by planning and working in a way that reduces the risk of harm to themselves and others.</p>
Experience / Skills and Other Requirements:	<ul style="list-style-type: none"> <li>• Basic gardening skills and knowledge to be able to carry out the jobs as requested.</li> <li>• Ability to work as part of a team and independently.</li> <li>• Good interpersonal and communication skills.</li> <li>• Ability to commit to one shift a week for a minimum of six months.</li> <li>• Be physically capable of undertaking tasks.</li> <li>• Ability to follow instructions and work as a team.</li> </ul>

Volunteer Characteristics:	<ul style="list-style-type: none"> <li>• A desire to make a difference and enjoy being outdoors in all weather.</li> <li>• Own Initiative and problem solving skills.</li> <li>• Have a calm, patient, and positive approach when working with staff and other volunteers, and to respect their needs and ways of working is essential.</li> <li>• The ability to work in a sensitive way within the Very Special Kids environment (including Very Special Kids House where children and their families may be present).</li> <li>• A willingness to participate in other Friend volunteer opportunities / meetings / functions as appropriate.</li> </ul>
Benefits To Be Gained:	<ul style="list-style-type: none"> <li>• Knowing you have made a difference.</li> <li>• Experience being part of a team.</li> <li>• Being outdoors doing something you enjoy.</li> </ul>
Conditions of Service:	
Hours	Every Thursday morning – usually from 8.30 to 11am (morning tea is usually at 10am). Times are flexible depending on tasks to be undertaken and time of year. Other times by agreement (e.g. before the annual fair) Volunteers are required to sign the Volunteer Register in the Gardeners Shed.
Preconditions to becoming a Volunteer Gardener	<ul style="list-style-type: none"> <li>• New Volunteers must attend a volunteer information session.</li> <li>• Complete a Friends Volunteer Application Form and satisfactorily pass a Police Records Check (at our cost).</li> <li>• Induction and orientation including overview of safe work practices about digging, lifting and use of machinery and equipment and an introduction to the garden at Malvern.</li> </ul>
Tenure	<ul style="list-style-type: none"> <li>• There is a trial period of three sessions where volunteers and the service can evaluate whether they wish to go ahead with a commitment/confirmation.</li> <li>• Once the trial period is completed the term is ongoing until otherwise agreed.</li> </ul>
Ongoing requirements	<ul style="list-style-type: none"> <li>• Attend at least one training session each year offered by Very Special Kids e.g. Manual Handling, Sexual Harassment and Bullying. The volunteer must recognise the need to be well informed and maintain up to date skills.</li> <li>• Very Special Kids may at any time require the volunteer to undergo an assessment of their physical capability to perform the duties and responsibilities of a Volunteer Gardener.</li> <li>• The Volunteer Coordinator, in conjunction with the Volunteer Head Gardener may refuse to allow the Volunteer Gardener permission to work : <ul style="list-style-type: none"> <li>○ on a day which in the opinion of Very Special Kids the weather is inappropriate for gardening; or</li> <li>○ the Volunteer Gardener is not appropriately dressed for the role (see “Equipment” below).</li> </ul> </li> <li>• As a general rule Volunteers are not expected to do any heavy lifting or climbing over 1 metre.</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Very Special Kids will provide a t-shirt, gardening gloves and hat to wear.</li> <li>• Volunteers are required to wear appropriate clothing and protective wear (eg. sunhat, sunscreen, protective gloves/ eyewear and safety shoes.)</li> </ul>