

POSITION DESCRIPTION

Position: Volunteer Garden Care

Hours: As per Volunteer availability

Responsible to: Garden Care Coordinator

This position description is not a comprehensive list of responsibilities or criteria. The position may change over the course of time.

Service Objectives

- To provide a service which supports the frail aged, people with disabilities and their carers within the Canterbury Murrumbidgee and Leichhardt Local Government Areas to remain living in their own homes and thus avoid premature admission to an institution.
- To provide a service to eligible service users which makes gardens easier to maintain, either through the conversion of gardens to easy care and/or the provision of a regular lawn mowing service.

Knowledge, Skills and Experience

- Empathy and understanding of issues impacting the frail aged, people with disabilities and their carers.
- An interest in gardening
- Punctuality and reliability
- Ability to work well with people from all backgrounds

Principle Duties

- Together with other Garden Care staff and volunteers undertake a range of tasks to help convert gardens into low maintenance gardens. These tasks include, but are not limited to Weeding, Pruning/trimming, Raking, Sweeping, Green mulching, Shaping beds, De-potting and transplanting plants, Clearing vines and placing green waste into relevant receptacles for collection
- Advise Coordinator of any concerns you may have regarding any change in the general health, safety and well being of any Garden Care User.
- Comply with all WH&S directions and participate in identifying all WH&S issues to help maintain a safe working environment.
- Participate in relevant training and/or other short courses, if available.
- Adhere to the Centre's Code of Behaviour and Policies and Procedures as contained within the Centre's Policy & Procedure manual.
- Establish and maintain effective working relationships with Clients, Volunteers and Garden Care and Centre staff.
- Ensure tools and equipment are used properly and in accordance with direction. Ensure tools are in good order and safe to use. Advise Coordinator of any tools that have been broken or unsafe to use.
- Advise Garden Support Worker or Coordinator in advance if unable to attend on your chosen day.

Employee's Signature: _____ **Date:** _____

Coordinators Signature: _____ **Date:** _____