

# VOLUNTEER POSITION DESCRIPTION



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<b>Position Title:</b>	Garden Guide Volunteer Gardens for Wildlife Greater Dandenong (G4WGD)
<b>Directorate:</b>	Infrastructure Services
<b>Department:</b>	Parks
<b>Location of Position:</b>	Various residential locations within City of Greater Dandenong
<b>Time commitment:</b>	Saturday or Sunday or any time suitable for volunteers and garden owners. Between 4-10 hours per month (negotiable)
<b>Reports to:</b>	Conservation Project Officer, Gardens for Wildlife Greater Dandenong Working Group and the City of Greater Dandenong Volunteer Program Leader

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## Program Overview

Gardens for Wildlife Greater Dandenong (G4WGD) is a free program run in collaboration with Greater Dandenong Council, community members and the local indigenous nursery which supports residents to create inviting habitat for local wildlife within their gardens and properties.

## Objective

The G4WGD program offers residents a garden visit from two of our trained volunteer Garden Guides, who provide guidance and encouragement on how to attract and support wildlife with native and indigenous plants and gardening practices.

After volunteers have successfully completed Council's volunteer registration process, the Conservation Team will provide Garden Guide training, including 'how to conduct a garden visit' and 'how to complete and submit a garden visit report'.

## Key responsibilities

- Participate in free training to become a Garden Guide
- Visit participants of the G4W Greater Dandenong program to encourage gardening for wildlife habitat outcomes
- Provide encouragement to new participants to network with other G4W participants in Greater Dandenong and Victoria

### **Key Tasks**

- Conduct garden visits with another Garden Guide
- Complete a personalised garden visit report (template will be provided) during the garden visit
- Provide collected data (including garden visit report) to the Conservation Project Officer City of Greater Dandenong
- Provide feedback to the G4WGD working group

### **Skills, experience and other requirements**

- Good communication skills
- Respect for our diverse community and in all interactions
- Punctual and reliable
- Ability to work independently, in pairs and as part of a team
- Ability to follow detailed instructions
- Maintain resident and organisation confidentiality

### **Organisational Requirements**

- A committed volunteer, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Adhere to Council's occupational health, safety and return to work (RTW) policies and procedures and participate in health and safety training programs and initiatives.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.

The following general physical and functional requirements may apply to this position:

- Manual handling tasks eg lifting and carrying
- Prolonged periods of sitting / standing
- Long / short distance travel
- Getting in and out of a vehicle.

### **Occupational Health & Safety responsibilities**

- Comply with Council's Occupational Health and Safety policies, procedures, and legislative requirements relevant to the position
- Comply with Council's Workplace Behaviour Policy
- Perform work in a safe and appropriate manner
- Take responsibility for your own safety and welfare
- Proactively report any incidents (near misses), injuries, hazards, or unsafe work practices.

### **Volunteer Insurance**

- Everyone is covered by Medicare.
- Many people have their own additional private cover and/or their pension benefits.
- In addition, Council has Personal Accident Insurance for registered volunteers who are between 16 and 90 years of age. Please note reduced cover for Covered Persons over age seventy five (75) years.
- Council's insurances do not cover individuals' private vehicles. We trust that volunteers' vehicles are comprehensively insured.
- Volunteers will be liable for any fines incurred whilst driving their own vehicle.

### **Additional Information**

- Animals and/or children cannot accompany volunteers.
- A current Victorian Driver's Licence is essential when you are required to drive a Council vehicle or your own vehicle.
- When using your own vehicle third party insurance is required.
- It is advisable to inform your insurance company that you will be using your car for volunteering activities for Council.
- Fully comprehensive vehicle insurance is recommended.
- Any parking or speeding fines are the volunteer's responsibility.

### **Support/training**

Your first line of support is the Conservation Project Officer followed by the Volunteer Program Leader.

Training and orientation for this position will be provided by the Volunteer Program staff and other relevant staff within the Gardens for Wildlife program. Support will also be provided by the Gardens for Wildlife Victoria network. Ongoing support will be provided throughout the volunteer's involvement in the program.

In addition, volunteers are offered access to a minimum of four training sessions throughout the year on a variety of topics which have been approved as applicable to volunteering roles within Council.

Two formal volunteer recognition events will be held annually.

All volunteers will be provided with a Position Description and name badge.

### **Other comments**

A satisfactory police check is essential (Council will cover cost for this check).

In addition, you will be required to complete a Working with Children Check. There is no charge for having a Working with Children Check processed. The application is completed on-line via the Department of Justice website. Full instructions will be provided by Volunteer Program staff in advance.

### **Council Volunteer Program contacts**

Email: [VolunteersProgram@cgd.vic.gov.au](mailto:VolunteersProgram@cgd.vic.gov.au)

Website: [www.greaterdandenong.com](http://www.greaterdandenong.com)

Phone numbers: 8571 5335 / 0408 579 587

### **Council Parks contact**

Phoenix Wolfe

Conservation Projects Officer

0423 895 927

### **Values**

At the City of Greater Dandenong we have adopted a set of values we call 'REACH' which define who we are and how we interact with each other and our community. REACH stands for:

**R**espectful

**E**ngaged

**A**ccountable

**C**reative

**H**onest

# GREATER DANDENONG AN ORGANISATION OF EXCEPTIONAL CHARACTER



- We **respect** and care about our community, each other and ourselves.
- We act with **integrity** at all times and in all matters.
- We take time to **listen** to and seek to understand the other point of view.
- We strive to understand and respect the **diversity** of our community and our workplace.
- We understand **our role** in the community and **respect** the responsibility that comes with it.



- We **listen** to our community and respond.
- We **work together** with our community and each other, to achieve the best outcome.
- We have the **confidence** to **challenge** the status quo, to reach for better outcomes.
- We are **action-oriented** in identifying and responding to new challenges.



- We are **proud** of our city, our community and our achievements.
- We spend our time and effort on **solutions** rather than looking for someone to blame.
- We take **responsibility** for our actions.



- We **care** about getting the best outcomes.
- We constantly ask: *What's the future and what's possible?*
- We have the **courage** to try new ideas.
- We strive for **excellence** in everything we do.



- We tell the **truth**, even when we know people may not want to hear it.
- We form our opinions and give advice from sound, **evidence based** research.
- We act with humility and apply the **highest standards** of ethical behavior to everything we do.

