

**Volunteer Role Description**

|  |  |
| --- | --- |
| **Role Title:** | **Volunteer Gardener** |
| **Ref No:** | 25 |
| **Status:** | Part Time |
| **Location:** | St Mary’s with AnglicareSA |
| **Branch:** | Community Garden |
| **Reports to:** | Community Garden Co-ordinator |
| **Date:** | 6th September 2016 |

**Role Purpose**

To grow vegetables and fruit for the fresh food market and kitchen.

To grow plants and seedlings for sale and

To produce wooden garden boxes and other items for sale

**Duties and Responsibilities**

* Participate in orientation and site induction
* Assisting with planting and propagating of plants for use in the Fresh Food Market, Kitchen or for sale
* Assist with watering, fertilising, weeding and mulching
* Assist with Garden bed preparation including making and turning compost
* Assist with keeping garden and structures clean and tidy
* Assist with pest and disease control
* Assist with keeping garden records
* Assist with the care and maintenance of the worm farm
* Assist with sales
* Report any problems with garden equipment to the coordinator
* Advise of any consumables that need replacing to the coordinator
* Assist with the construction of raised garden box and other wooden products for sale
* Assist with any construction/repairs in the garden
* Be familiar with evacuation procedures, location of emergency exits and fire extinguishers
* Assist students and others to gain basic skills
* Report any hazards in the garden to the coordinator

**Work Health & Safety (WH&S)**

* WH&S knowledge and skills suitable for the position.
* Ensure own action or lack of action does not place own safety or that of others at risk. Use prescribed personal protective equipment.
* Assist in the evaluation of hazards and immediately report any hazards, accidents or near misses.

**Cultural Fit**

* Work within a team environment in accordance with AnglicareSA values.

**Requirement for the Role**

* Good interpersonal and communication skills
* Patience, empathy and the willingness to help people
* Relate well with people from a variety of different cultural and socio-economic backgrounds
* Willingness to work autonomously and as a member of a team
* Ability to work with empathy, compassion and in a non judgemental and respectful manner
* A sense of humour that will not offend others or put them down
* Ability to use initiative and work within boundaries, procedures and guidelines
* A welcoming and friendly manner
* Be suitability fit to comply with the physical requirements of the position

**Standard Role Requirements (all volunteers)**

* Contact your supervisor to advise if you are unable to attend on your rostered day.
* Embrace and integrate AnglicareSA's Vision, Mission and Values into your role.
* Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
* Conform with AnglicareSA's conditions of volunteering, Code of Conduct, Standards of Practice & Behaviour, Confidentiality and No Harassment policies and other Human Resources, Work Health & Safety (particularly AnglicareSA's "no lift" and manual handling) and organisational policies and procedures.
* Adhere to legislative requirements applicable to the role, including and not limited to the Work Health and Safety Act and the EEO Act.
* Undergo a satisfactory criminal history assessment, to be physically and mentally capable and report to undertake voluntary tasks in a fit state to perform all duties.
* Must provide evidence of Australian residency or current working VISA.
* Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.
* Maintain confidentiality in line with AnglicareSA policies.
* Attend a volunteer induction and orientation session.
* Participate in on-the-job training.
* Wear a volunteer name tag and sign in and our each day whilst working at AnglicareSA.
* Attend meetings and training connected to the area you work in.
* Wear gloves, masks, closed in shoes, hats and appropriate strong clothing.

**National Police History Check  DCSI Child-Related Employment Screening**

***(Must complete both for any position within the Community Programs portfolio)***

**ANGLICARESA VISION**

Justice, respect and fullness of life for all.

**ANGLICARESA PURPOSE**

AnglicareSA, on behalf of the Anglican Church, expresses God’s love for individuals, families and communities by:

* Making a positive difference to quality of life
* Responding to needs and issues in ways which enhance and protect dignity and integrity
* Promoting social justice

**ANGLICARESA VALUES**

* **Integrity**We act honestly and ethically and ensure accountability to those we service and work with.
* **Compassion**We respond with sensitivity and empathy to the needs, ability and aspirations of the people we work with and the communities we serve and work with.
* **Stewardship**We are custodians of the resources entrusted to us for current and future service, building the capability of those we serve and those we work with, to ensure the sustainability, quality and effectiveness of our service.
* **Equity**We affirm the importance of diversity and inclusion in our workplace and the community. We will demonstrate fairness in our workplace. We will promote personal, social and economic change to enable those customers in the most difficult circumstances to flourish.
* **Servant Leadership**We place the needs of other first to enable them to grow. We share power, accept responsibility and understand our role is to enable, encourage and support.

**ACCEPTANCE/AUTHORISATION**

Volunteer Name: ………..…….. Date

Volunteer Signature:

Name of Supervisor / Manager:

Signature of Supervisor / Manager:

Date: