	Your Community Health (Previously Called Darebin Community Health)	Approval Date:
	Volunteer Position Description Garden Volunteer	Review Date:
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Related Policy: Volunteer Program Policy & Procedure		
Authorised by: Chief Executive Officer		

POSITION SUMMARY

TEAM(S):	Community Programs
PROGRAM:	Garden program
SUPERVISED BY:	Annie Grant
ACCOUNTABLE TO:	Annie Grant and Garden Volunteer Lead
ACCOUNTABLE FOR:	none
POLICE & WWC CHECK:	All Volunteers MUST HAVE a satisfactory Police Check and current Working With Children Check.
PRE-EXISTING INJURY/ ILLNESS	Volunteers who are not currently registered with Your Community Health will be required to fill out a Pre-existing Illness/ Injury Declaration Form.

Volunteering Australia, Defines Volunteering as;

“Volunteering is time willingly given for the common good and without financial gain”

Voluntary work does not jeopardize the paid workforce, its conditions or awards and does not replicate the position of paid workers.


OUR ORGANISATION

Your Community Health is a quality accredited independent community health service with its own Board of Directors. It provides a wide range of allied health, medical, social support and health promotion services operating across the seven Local Government Areas (LGAs) of northern Melbourne: Darebin, Banyule, Moreland, Yarra, Hume, Nillumbik and Whittlesea. There are four service sites:

- East Reservoir (125 Blake Street, East Reservoir)
- Northcote (42 Separation Street, Northcote)
- Panch (300 Bell Street, Preston)
- East Reservoir Community Hub (Unit 1/44 Whitelaw Street, Reservoir)

Community Programs - YOUR TEAM

The Community Programs Team aims to lead, coordinate and support Your Community Health staff and partner agencies in the development and delivery of health promotion, youth, volunteers, self support

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programs and community development initiatives that meet the needs of the community in the Northern suburbs of Melbourne.

VOLUNTEER POSITION PURPOSE

The garden at the rear of the East Reservoir site provides a relaxing space for local residents and service users to relax, socialize with others, participate in activities and to harvest herbs and vegetables. The role of volunteers in the project is to assist in the maintenance of the garden according to their ability. This may involve tasks such as pruning fruit trees, weeding, mulching, planting, watering, etc. The role also involves welcoming residents to the garden space. It's an opportunity for volunteers to develop their gardening skills, share their gardening skills and knowledge with other participants and be part of a team that makes the garden and enjoyable space for all to enjoy.

POSITION DETAILS

Responsibilities and Duties

- Work in accordance with Your Community Health Policies and Procedures.
- Undertake basic Gardening tasks including (but not limited to); weeding, watering, fruit tree pruning, planting, staking up vegetables, mulching.
- Ensure the safe use and care of any gardening tools or equipment used.
- Encourage, assist and mentor others to be involved in gardening tasks.
- Assist with activities and events that promote the engage others in the garden according to interest and skills. (ie cooking with garden produce, linking with men's shed).

Key Selection Criteria


- A commitment and willingness to undertake a volunteer role.
- Good organisational and communication skills
- An open, caring and non judgmental approach to others
- Ability to work within a team

Desirable Attributes

- A skill and/or interest in garden related activities (i.e. cooking with fresh produce, building, etc.)
- An understanding of multicultural and diverse communities

Time Commitment

Very flexible, however we are currently in the garden from 10.00am to 12.00pm on a Thursday, so Thursdays are preferable. A weekly, fortnightly or monthly commitment is fine.

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OCCUPATIONAL HEALTH & SAFETY (OHS)

All Volunteers are expected to contribute to ensuring a safe workplace for themselves, clients, visitors, staff and fellow volunteers

CONFIDENTIALITY

Volunteers are expected to maintain staff, client and fellow volunteer confidentiality at all times.

TRAINING

All Volunteers are expected to participate in Your Community Health Volunteer Induction and Orientation training, and other training as appropriate and available.

Condition of Appointment

- Current satisfactory Police Check
- A current Working with Children’s Check
- The service operates a smoke free environment
- The service is an Equal Opportunity employer
- The service has a zero tolerance to negative and bullying behavior

GENERAL

Management, in consultation with the volunteer, reserves the right to modify this position description when required.

Your Community Health requires declarations and personal information relevant to volunteering with Your Community Health. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000

I acknowledge and agree that I have read and understood the content of the above volunteer position description of my current role and that I will carry out my responsibilities and duties to the best of my abilities at all times.

Volunteers Name: _____ Signature _____ Date: _____
 (please print)

Staff Supervisor: _____ Signature _____ Date: _____

Manager Community **Elizabeth Chondros** Signature _____ Date: _____
 and Service Development