

# Shoalhaven Parkcare Volunteer Position

## Position Title

<b>Title</b>	Parkcare Volunteer
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## Job Description

Assist in maintenance and upgrading of parks within the Shoalhaven Local Government Area (LGA)

## Aims of a Parkcare Volunteer

- Improve the appearance and usability of Shoalhaven City Parks
- Undertake specific activities to address particular problem areas that arise in and around Council parks

## Types of Volunteers

- Volunteer with Parkcare Group – A new volunteer can join an existing Parkcare Group, or arrange to establish a new group
- Parkcare Group Coordinator – A volunteer who is the primary contact for a Parkcare Group and manages the activities of the group and paperwork

## Important Volunteer Attributes

- Enthusiasm and interest in maintaining the appearance of town and villages
- Willingness to expand skills and knowledge by undertaking training as needed
- Willingness to work as part of a team
- Effective verbal communication skills, to be able to discuss and explain Parkcare activities to members of the public

## Estimated Hours of Work

Parkcare Groups and volunteers set their own hours of work. Volunteers should not work more than 16 hours per week.

## Duties and Responsibilities of all Parkcare Volunteers

- Volunteers must comply with all Shoalhaven City Council policies and procedures, including the Volunteer Induction Handbook – Health, Safety and Behavior and State and Federal legislation including the Work Health and Safety Act and Regulations 2011
- Whilst working, volunteers have a responsibility to ensure a safe working environment for themselves, other volunteers and visitors. This includes following guidance and instructions on Parkcare site safety, using personal protective equipment (PPE) when required; particularly

wearing sturdy covered footwear. A hat and sun protection has to be worn if the weather conditions require it

- Volunteers must record their work (on the Parkcare recording sheet or other agreed system) every time they attend a Parkcare activity and report any injury, near miss, hazard or damage to or loss of equipment during a Parkcare activity
- Volunteers must also ensure they participate and complete any training relevant to their role, including Council's Volunteer Induction, Site Inductions and inductions on to any electrical, mechanical or battery operated machinery eg: Hedge trimmer

## Parkcare Activities

Parkcare volunteers may undertake a wide range of activities as denoted in the Parkcare Action Plan. The main activities undertaken may include;

- Grounds maintenance, including mowing, brushcutting, raking, planting, weeding, mulching
- Walking track construction and maintenance
- Parkcare site assessment, planning and monitoring
- Communication, public awareness raising and marketing of the Parkcare Programme
- Newsletter content

## Benefits of the Parkcare Volunteer Position

As a Shoalhaven Parkcare Volunteer you can:

- Gain personal satisfaction from restoring and / or maintaining your local parks and reserves
- Learn new skills and knowledge
- Meet new friends and new people
- Improve your mental and physical health (research has proven that volunteering in outdoor activities improves an individual's mental and physical health)

## Applying to Become a Parkcare Volunteer

- To apply to be a volunteer of the Shoalhaven City Council Parkcare Programme please look for any established groups on <https://www.shoalhaven.nsw.gov.au/Council/Access-to-Information/Parkcare-Action-Plans>
- Once decided, go to <https://www.shoalhaven.nsw.gov.au/Services/Volunteering> to apply. A link to complete the Volunteer Induction and WHS requirements will be forwarded to you after you have applied
- If you would like to start a new Parkcare Group in your area, please contact Councils Parks Programmes Officer on 4429 3111

## Our Values

### RESPECT

We are mindful of and care about the feelings, wishes and rights of others

### ADAPTABILITY

We are ready for change and willing to embrace a new situation

### INTEGRITY

We are committed to maintain high ethics and standards

### COLLABORATION

We enjoy working together to deliver for our community