

# Volunteer Bushcare Group Coordinator

## Fact sheet

Bushcare volunteers provide a substantial contribution to the management of Shoalhaven City Council's natural area reserves every year. Each group has a Volunteer Coordinator. This fact sheet provides a summary of the roles and responsibilities of the Volunteer Coordinator.

### Volunteer Bushcare Group Coordinator Benefits

Being nominated as a Volunteer Bushcare Group Coordinator is a great way to hone your leadership and supervisory skills. It also provides excellent experience in planning activities, setting tasks, managing groups, improving Council's natural area reserves, enjoying the social company of other like-minded people and working together in wonderful outdoor environments.

### What is a Volunteer Bushcare Group Coordinator?



*Volunteer Bushcare members working at Rennies Beach, Ulladulla.*

Volunteer Bushcare Group Coordinators are responsible for the coordination of Bushcare Group members and their activities according to the Bushcare Site Action Plan.

Appointment as a Bushcare Group Coordinator is made by the majority support of the members of each Bushcare Group.

Council encourages rotation of these positions every two years.

A Deputy Coordinator may also be appointed by the group to act in the role when the Volunteer Coordinator is absent. These roles may be shared.

The Volunteer Coordinator is not a formal manager or supervisor of other volunteers.

### Duties of Volunteer Bushcare Group Coordinators

Volunteer Bushcare Group Coordinators agree to provide a contact phone number and/or email address that can be made public. They are also responsible for:

- Acting as the group's primary contact for Council and liaising between the group members and Council.
- Leading site risk assessments and checking stocks of first aid kits/sunscreen.
- Checking that new volunteers have completed induction before working on sites.
- Ensuring all group activities comply with the Group Site Action Plan or Bushcare policy.
- Contribute to the development or review of Bushcare Site Action Plans.
- Sending out reminders for work sessions.
- Ensuring Bushcare Site Record of Attendance Sheets are filled in correctly, signed by volunteers at each activity and submitted to Council regularly.
- Helping Council to check the number of active volunteers.
- Nominating volunteer training needs.
- Networking and partnering with other Bushcare groups, and
- Notifying Council of any relevant information, e.g., potential safety hazards, accidents, plans to change working bee date/s and/or equipment needs, etc.

## What to do if a Volunteer Bushcare Group Coordinator changes or resigns?

Of course, a Coordinator or Deputy Coordinator may resign at any time. Council asks to be notified with sufficient time to organise a replacement.

## Other Opportunities

Being a Volunteer Bushcare Group Coordinator provides you with the opportunity to hone your teamwork, communications, supervising and planning skills. All Bushcare volunteers may apply to be a member of the Natural Area Volunteers Group to assist in the management of Council's Bushcare Program. This group meets about two times each year to advise Council on all things Bushcare.



*Lake Wollumboola Bushcare Group enjoying a well-earned morning tea.*

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### More info:

For more information about your role and responsibilities as a Bushcare volunteer, visit Shoalhaven City Council's Bushcare/Parkcare Procedures [here](#).

### Contact Us

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