

## POSITION DESCRIPTION

<b>Position Title</b>	Garden Maintenance Volunteer Coordinator	<b>Responsible to</b>	Facilities Maintenance & Purchasing Administration Officer
<b>Team Name</b>	Garden Maintenance	<b>Version Date</b>	May 2022

### About the Role

<b>Purpose</b>	To coordinate the Ipswich Hospice Care team of garden volunteers to carry out their duties safely and efficiently.
<b>Key Responsibilities</b>	<p>Manage garden volunteers, allocating tasks as outlined in the Garden Volunteer Position Description.</p> <p>Maintain a roster of garden volunteers.</p> <p>Determine garden maintenance required and liaise with IHC Management and other staff regarding purchases &amp; maintenance required.</p> <p>Liaise with external contractors to ensure garden maintenance tasks are completed.</p> <p>Complete Centrelink timesheets for garden volunteers.</p> <p>Assist with training and mentoring of new garden volunteers.</p> <p>Observe and abide by Work Health and Safety and Infection Control requirements.</p> <p>Required to report potential hazards and any incidents to Facilities Maintenance &amp; Purchasing Administration Officer in accordance with Risk Management procedures.</p> <p>Ensures all administration and documentation requirements are initiated and completed in a professional and timely manner.</p>
<b>Attributes, Skills &amp; Experience</b>	<p>Year 12 or equivalent.</p> <p>Basic level of reading and mathematics – ability to read instructions (Safety Data Sheets) and measure chemicals.</p> <p>An ability to give instructions and manage a team. Previous Garden experience in a business or home setting would be an advantage. Expert level knowledge of operation of garden tools and equipment and the maintenance thereof.</p> <p>Customer Service - Excellent communication and interpersonal skills including demonstrated experience in liaising with a range of internal and external clients.</p> <p>Demonstrate reliability and punctuality.</p> <p>Teamwork &amp; Communication - Demonstrated ability to participate as an active member of a team, consistent with the philosophy and policies of the organisation. Effective communication demonstrating understanding, sensitivity, and empathy. Positively accept instruction / suggestion and supervision. Effective interpersonal and teamwork skills.</p> <p>Flexible approach to changing situations.</p> <p>Compliance and Professional Conduct - always ensures privacy and confidentiality. Work within the bounds of relevant legislation/regulations (e.g. Privacy, Fair Work, WHS, etc.) and relevant professional codes. Adhere to all IHC policies and procedures including the Code of Conduct, Confidentiality Agreement, WHS. Reports potential hazards and any incidents to Facilities Maintenance &amp; Purchasing Administration Officer in accordance with the Risk Management procedures. Demonstrated commitment to IHC organisational values. Demonstrated experience and understanding of the need for continuation of both personal and professional development.</p>

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Training & Other Requirements	<ul style="list-style-type: none"> <li>• Completion of orientation and mandatory education as per organisational framework</li> <li>• Covid-19 Vaccination Certificate</li> </ul>
Shift Days/Times	Maximum 15 hours per fortnight
Role Risk Assessment	High

Acceptance of terms and conditions of position description on commencement / review:

Volunteer Name		
Volunteer Signature		Date