

## Volunteer Position Description

<b>Role Title</b>	<b>CENTRE GROUP FACILITATOR – GARDEN CLUB</b>
<b>Reports To</b>	Volunteer Support Officer (VSO), and/or Community Development Officer (CDO) or Community Development Service Officer (CDSO) Overall governing body - Management Committee
<b>Time Commitment</b>	2.5 hours per month – 10.00am – 2.30pm Friday Additional time to develop and arrange program activities and speakers
<b>Working Environment</b>	Venue Hire Room, external excursion locations Green Initiatives- sustainable and environmental issues
<b>Key working relationships</b>	Volunteers, staff and community program participants
<b>Role objective</b>	To facilitate Centre Group activities for the Garden Club and report and mediate between the staff and Management Committee.
<b>Primary responsibilities</b>	<ol style="list-style-type: none"> <li>1. Comply with Centre policies, procedures and guidelines.</li> <li>2. Attend training, meetings and get-togethers as scheduled.</li> <li>3. Adhere to and demonstrate the sustainability and environmental requirements of the Centre.</li> <li>4. Facilitate the garden club activities by, <ul style="list-style-type: none"> <li>• Organising monthly activities that includes, guest speakers and/or excursions within the budget.</li> <li>• Ensuring rooms are set up for activities and packed up to standard</li> <li>• Managing participant fees and recording attendance</li> <li>• Organising gifts or payment for speakers, where applicable</li> </ul> </li> </ol>

### SKILLS, KNOWLEDGE & ATTRIBUTES

<b>Essential</b>	<p><b><i>List the skills, knowledge and attributes required for the role, below is an example</i></b></p> <ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to work under minimal supervision and manage time effectively</li> <li>• Ability to relate to people from diverse backgrounds</li> <li>• Good organisation skills</li> </ul>
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	<ul style="list-style-type: none"> <li>• Demonstrated ability to run a gardening program</li> <li>• Be adaptable and accepting of changes or new requirements, as needed</li> <li>• Demonstrated customer service standards and principles</li> <li>• Ability to maintain confidentiality</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Ability to manage difficult situations and conversations</li> <li>• Awareness of Workplace and Health &amp; Safety and the requirements of Equal Opportunity Act and Disability Discrimination Act</li> <li>• Awareness of inclusivity and diversity of visitors and their issues</li> </ul>
<b>Mandatory requirements</b>	<b>SAPOL – police check</b>
<b>Training</b>	

**I have read and understood this Volunteer Position Description (PD) and agree to abide by all the conditions as outlined within it. I also understand that this PD may be updated from time to time with consultation.**

Print Name (Volunteer): .....

Signed (Volunteer): \_\_\_\_\_

Date: .. / .. / ....

<b>Title of Position Description</b>	<b>Centre Group Facilitator – Garden Club</b>	
<b>Approved by</b>	Name: Lucy Richardson /Reggie Dallemule	Date: November 2021
<b>Date Reviewed</b>	2023	