

Volunteer Role Description

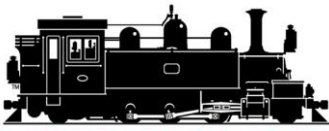
About the Puffing Billy Railway Volunteering Experience

Puffing Billy Railway offers a unique volunteering experience at this award winning tourist attraction. Each of our volunteer roles contribute directly to the smooth and safe running of the Railway with the passengers and visitors our number one focus.

Before deciding if Volunteering at Puffing Billy Railway is the correct fit for you, please consider that this is a fully operational railway with significant safety considerations.

Our Volunteer Information Evenings and the PBR Pathways Program provides a prospective volunteer with the opportunity to learn about the roles we have available and if the Railway suits their interests, capabilities and time. Training provided ensures the new volunteer sets off on the right foot to ensure their volunteering journey is informed and enjoyable.

ROLE TITLE	EVENTS TEAM MEMBER
BRANCH	Special Events Branch
LOCATION	Locations where the Events are held across the Railway
WHO THE ROLE REPORTS TO	Events Manager Events Executive
COMMITMENT	As per Event schedule calendar
ROLE PURPOSE	To assist in the smooth running of our events such as The Great Train Race, Day Out with Thomas and Santa Specials as well as many more.
WHO ARE WE LOOKING FOR?	We are looking for volunteers who are: <ul style="list-style-type: none">• Friendly and enjoy talking to the public• Who love organising and chipping in• Who have a sense of fun• Who are keen to work hard and happy for the day• Enjoy being part of activities that are team based• Reliable and punctual• Attention to detail
KEY DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none">• Assist with the safe and efficient operation of the Puffing Billy Railway events• Assist the visitors and passengers as required• Assist with the set up and pack down of events as required and directed• Act as a representative of Puffing Billy Railway• Create and participate in photo opportunities for visitors as requested.



PUFFING BILLY RAILWAY

PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Willingness to work in all weather conditions • Ability to be on your feet for most of the shift • Standing on uneven surfaces for long periods
BENEFITS OF VOLUNTEERING AT PUFFING BILLY RAILWAY	<ul style="list-style-type: none"> • Being part of an award-winning tourist attraction and volunteer team • Volunteer recognition activities • Discounts on products and events • Free parking • Regular news updates and social events • Opportunity for other volunteer roles subject to interest, availability and suitability
UNIFORM REQUIREMENTS	As Event requires. Information will be given prior to the event in briefing sessions as scheduled.
TRAINING	Puffing Billy Railway will provide on the job training with our Events team.
COMPLIANCE REQUIREMENTS	<ul style="list-style-type: none"> • Clear and current Working With Children Check • PBR will conduct a National Police Check for our new volunteers • 100 points of Identification • All new volunteers will complete a Category 3 medical which PBR will facilitate • 2 Character References
SELECTION PROCESS	Our Volunteer Services Team will assess the new application based on the railway's requirements and the suitability of the candidate to the role. Puffing Billy Railway reserves the right to refuse any application.

Volunteers are required to:

- Behave in ways that are consistent with the Code of Conduct issued during the onboarding process
- Agree to work in a manner that is safe for themselves, other volunteers and paid staff
- Divulge any pre-existing medical conditions, injury or illness or changes to their health
- Agree to undertake duties and the minimum service requirements as specified in this Volunteer Role Description

Puffing Billy Railway is an Equal Opportunity Employer of Staff and Volunteers and prohibits discrimination and harassment of any kind. PBR is committed to the principle of equal engagement opportunity for all employees and volunteers.

Puffing Billy Railway is also committed to promoting and protecting at all times the best interests of children and young people involved in its programs as visitors or passengers. PBR supports and respects all children, young people, staff and volunteers. We are committed to the continual development of inclusive practises.