



Volunteer Role Description

About the Puffing Billy Railway Volunteering Experience

Puffing Billy Railway (PBR) 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 PBR, with the passengers and visitors our number one focus.

ROLE TITLE	BUILDINGS TEAM MEMBER
BRANCH	INFRASTRUCTURE
LOCATION	Entire Rail Corridor
WHO THE ROLE REPORTS TO	Infrastructure Buildings Coordinator or Maintenance Supervisor
MINIMUM COMMITMENT	Two shifts per month (typically Tuesday or Wednesday each week)
ROLE PURPOSE	To assist with the maintenance of the PBR's buildings and infrastructure in accordance with the organisations training regime and safe operating procedures. Engage visitors in conversations about PBR; provide assistance to visitors to enhance their visit.
SKILLS & QUALITIES	<p>We are looking for volunteers who are:</p> <ul style="list-style-type: none"> • A knowledge or willingness to learn carpentry and building skills needed to perform Key Duties • Possess a basic mechanical ability • Ability to work within a team and develop team commitment and cooperation • Ability to partake in additional learning to acquire new skills as required • Prepared to initiate conversations • Friendliness
KEY DUTIES	<ul style="list-style-type: none"> • Assist with the safe & efficient operation tools & equipment, including PPE • Assist all Railway branches with building and infrastructure maintenance • Assist Visitors as required • Act as a representative of Puffing Billy Railway • Create photo opportunities for visitors
PHYSICAL CONDITIONS	<ul style="list-style-type: none"> • Willingness to work in various weather conditions • Ability to be on your feet for most of the day • Ability to lift heavy loads



BENEFITS OF VOLUNTEERING AT PUFFING BILLY RAILWAY	<ul style="list-style-type: none"> • Being part of the volunteer team of an award-winning heritage railway tourist attraction • Volunteer recognition activities • Discounts on products, food, and events • Free tea, coffee, and hot chocolate when volunteering (PBR cannot always cater for food and drinks due to job locations) • Free parking • Regular news updates and social events • Opportunity for other volunteer roles subject to interest, availability, and suitability
UNIFORM/REQUIREMENTS	<ul style="list-style-type: none"> • PRB Name Badge provided • Appropriate PPE Safety boots, Clothes hearing & eye protection must be worn • Own transportation required with carpooling available to PBR job locations • Own basic hand tools required.
TRAINING	Puffing Billy Railway will provide on the job training
LEADERSHIP	No
ON SITE WITH POSSIBLE ACCESS TO CHILDREN?	Yes
COMPLIANCE REQUIREMENTS	<ul style="list-style-type: none"> • Satisfactory and current Working with Children Check • PBR will conduct a National Police Check for our new volunteers • Category 3 Rail Safety Health Assessment which PBR will facilitate • Conflict of Interest Declaration • Participate in reaccreditation programs

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.

Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safe Policy and Child Safe Code of Conduct



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!