



Volunteer Role Description – Entry Level

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	ENVIRONMENTAL TEAM MEMBER
BRANCH	INFRASTRUCTURE - WAY & WORKS
LOCATION	Grounds of the Railway corridor
WHO THE ROLE REPORTS TO	Way & Works Manager or delegate
MINIMUM COMMITMENT	2 shifts per month
ROLE PURPOSE	To assist with the environmental management of the railway corridor, including Pest Animal Management, Native Animal Management, Waterways Management and Revegetation Management.
SKILLS & QUALITIES	<p>We are looking for volunteers who are:</p> <ul style="list-style-type: none"> • Friendly and enjoy talking to the public • Enjoy being part of team-based activities • Enjoy assisting with managing the natural vista of the railway • Have an interest in the environment and a willingness to learn about weed identification and pest animal management • Ability to operate basic gardening equipment • Ability to partake in learning to acquire new skills as required • Reliable and punctual with an attention to detail.
KEY DUTIES	<ul style="list-style-type: none"> • Act as a representative of Puffing Billy Railway • Assist with weed control and pest animal control • Assist with bush fire reduction works • Assist to keep the waterways clean • Mowing, gardening and brush cutting as required • Adhere to the Puffing Billy Railway's safe working procedures at all times • Assist visitors as required / participate in photo opportunities.
PHYSICAL CONDITIONS	<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 constantly uneven surfaces for long periods • Constant exposure to outdoor duties

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 • Free parking • Regular news updates and social events • Opportunity for other volunteer roles subject to interest, availability and suitability
UNIFORM REQUIREMENTS	Clothing Suitable for outdoor work, PPE as required. Puffing Billy will provide Gloves, Goggles, Fluro Vest, Steel Cap Boots (for a small fee)
TRAINING	Puffing Billy Railway will provide on the job training and a comprehensive induction program
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 new volunteers and periodically as per policy • Category 3 Rail Safety Health Assessment which PBR will facilitate • Conflict of Interest Declaration • Participate in reaccreditation programs and compliance training.

Volunteers are required to:

- Behave in ways that are consistent with the Code of Conduct issued during the onboarding process.
- Understand PBR is a ZERO DRUG AND ALCOHOL workplace – workplace participants may be subject to unannounced drug and alcohol testing.
- 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.
- Log volunteer hours by the system provided

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 committed, always to promoting and protecting 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!