



## 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.

<b>ROLE TITLE</b>	<b>GARDENING TEAM MEMBER</b>
<b>BRANCH</b>	<b>INFRASTRUCTURE</b>
<b>LOCATION</b>	Station Precincts
<b>WHO THE ROLE REPORTS TO</b>	Infrastructure Buildings Coordinator or Maintenance Supervisor
<b>MINIMUM COMMITMENT</b>	Two shifts per month (typically Tuesday or Thursday each week)
<b>ROLE PURPOSE</b>	<p>You can assist with the beautification of our gardens and parks in the Station Yards as a Gardening Team Member. Our station precincts require manicuring and some tender loving care to ensure that the parks and gardens look pristine for our local and international visitors.</p> <p>If you have a green thumb, gardening is your thing and you would like to contribute to this team of enthusiastic and hardworking volunteers</p>
<b>SKILLS &amp; QUALITIES</b>	<p>We are looking for volunteers who are:</p> <ul style="list-style-type: none"> <li>• A knowledge or willingness to learn safe gardening OH&amp;S practices</li> <li>• A knowledge or willingness to learn how to safely operate gardening machinery and equipment,</li> <li>• Possess a basic mechanical ability</li> <li>• Ability to work within a team and contribute to team commitment and cooperation</li> <li>• Ability to partake in additional learning to acquire new skills as required</li> <li>• Prepared to initiate conversations</li> <li>• Friendliness</li> </ul>
<b>KEY DUTIES</b>	<ul style="list-style-type: none"> <li>• Act as a representative of Puffing Billy Railway</li> <li>• Assist with general garden maintenance</li> <li>• Removal and prevention of natural hazards</li> <li>• Assist with the safe &amp; efficient beautification of the Railway</li> <li>• Work with the Gardening Team</li> <li>• Assist Visitors as required / participate in photo opportunities</li> </ul>
<b>PHYSICAL CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Willingness to work in all-weather environments</li> <li>• Ability to be on your feet for most of the day</li> <li>• Standing on constantly uneven surfaces for long periods</li> <li>• Constant exposure to outdoor duties</li> <li>• Ability to lift heavy loads</li> </ul>



<b>BENEFITS OF VOLUNTEERING AT PUFFING BILLY RAILWAY</b>	<ul style="list-style-type: none"> <li>• Being part of the volunteer team of an award-winning heritage railway tourist attraction</li> <li>• Volunteer recognition activities</li> <li>• Discounts on products, food, and events</li> <li>• Free tea, coffee, and hot chocolate when volunteering</li> <li>• Free parking</li> <li>• Regular news updates and social events</li> <li>• Opportunity for other volunteer roles subject to interest, availability, and suitability</li> </ul>
<b>UNIFORM/REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Appropriate PPE Safety boots, Clothes hearing &amp; eye protection must be worn</li> <li>• Adhere to SunSmart policy and procedures</li> <li>• Own transportation required with carpooling available to PBR job locations</li> </ul>
<b>TRAINING</b>	Puffing Billy Railway will provide on the job training and a comprehensive induction program
<b>LEADERSHIP?</b>	No
<b>ON SITE WITH POSSIBLE ACCESS TO CHILDREN?</b>	Yes
<b>COMPLIANCE REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Satisfactory and current Working with Children Check</li> <li>• PBR will conduct a National Police Check for our new volunteers</li> <li>• Category 3 Rail Safety Health Assessment which PBR will facilitate</li> <li>• Conflict of Interest Declaration</li> <li>• Participate in reaccreditation programs</li> </ul>

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!**