

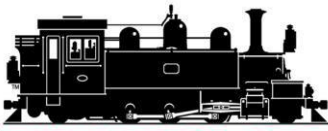
## Volunteer Role Description – Entry Level

### About the Puffing Billy Railway Volunteering Experience

Puffing Billy Railway offers a unique volunteering experience at its 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. Review all our various entry level roles to find the one that suits your interests, capabilities and time. Training is provided ensure each new volunteers volunteering journey is informed and enjoyable.

<b>ROLE TITLE</b>	<b>ENVIRONMENTAL TEAM MEMBER</b>
<b>BRANCH</b>	Way & Works Branch
<b>LOCATION</b>	Grounds of the Railway corridor
<b>WHO THE ROLE REPORTS TO</b>	Way & Works Manager Environmental Team Leader
<b>COMMITMENT</b>	One shift per fortnight
<b>ROLE PURPOSE</b>	To assist with the environmental management of the railway corridor, including Pest Animal Management, Native Animal Management, Waterways Management and Revegetation Management.
<b>WHO ARE WE LOOKING FOR?</b>	We are looking for volunteers who are: <ul style="list-style-type: none"> <li>• Friendly and enjoy talking to the public</li> <li>• Enjoy being part of activities that are team based</li> <li>• Enjoy assisting with managing the natural vista of the railway.</li> <li>• Have an interest in the environment and a willingness to learn about weed identification and pest animal management</li> <li>• Ability to operate basic gardening equipment</li> <li>• Reliable and punctual</li> <li>• Attention to detail</li> </ul>
<b>KEY DUTIES</b>	<ul style="list-style-type: none"> <li>• Assist with weed control and pest animal control</li> <li>• Assist with bush fire reduction works</li> <li>• Assist to keep the waterways clean</li> <li>• Mowing, gardening and brush cutting as required</li> <li>• Adhere to the Puffing Billy Railway's safe working procedures at all times</li> <li>• Assist visitors as required</li> </ul>

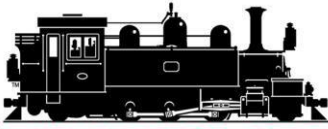


## PUFFING BILLY RAILWAY

<b>PHYSICAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Willingness to work in all weather conditions</li> <li>• Ability to be on your feet for most of the shift</li> <li>• Constant exposure to outdoor duties</li> </ul>
<b>BENEFITS OF VOLUNTEERING AT PUFFING BILLY RAILWAY</b>	<ul style="list-style-type: none"> <li>• Being part of an award-winning tourist attraction and volunteer team</li> <li>• Volunteer recognition activities</li> <li>• Discounts on products and events</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>	<p>Volunteer is to provide:</p> <ul style="list-style-type: none"> <li>• Clothing suitable for outdoor work</li> <li>• PPE as required</li> </ul> <p>Puffing Billy Railway will provide:</p> <ul style="list-style-type: none"> <li>• Gloves</li> <li>• Goggles</li> <li>• Fluro vest</li> <li>• Steel cap boots for small fee</li> </ul>
<b>TRAINING</b>	<p>Puffing Billy Railway will provide on the job training and a comprehensive induction program</p>
<b>COMPLIANCE REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Current Working with Children Check</li> <li>• A satisfactory National Police Check that Puffing Billy Railway will arrange</li> <li>• Category 3 rail safety health assessment which PBR will facilitate and provide at no cost</li> <li>• Two Character References</li> <li>• Hold a PBR crew card when on duty</li> <li>• Conflict of Interest Declaration</li> </ul>
<b>SELECTION PROCESS</b>	<p>Our Volunteer Services Team will assess the new application based on the organisation's requirements and the suitability of the candidate to the role. Puffing Billy Railway reserves the right to refuse any application.</p>

### 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**

*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'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!**