Volunteer Position Description

**Position: Grounds Maintenance Assistant**

**Department: Perron Place Property**

**Reports To: Maintenance Officer**

**Purpose**

EverAbility’s grounds at 61 Kitchen Avenue in Victoria Park is home to VisAbility, Guide Dogs WA, Perron Place and Kites Children’s Therapy.

The grounds include gardens, courtyards, car parks, drives and pathways that are used by clients (including the elderly, and those with low and no vision) volunteers and staff. You’ll be supporting the Maintenance offer with general upkeep to maintaining a safe, clean and tidy presentation.

**EverAbility Group will provide:**

1. Training
2. Ongoing Support
3. Insurance cover while volunteering under EverAbility’s Volunteer Insurance Policy.

# Our Vision

**The future we’re creating**

Achieving maximum ability for our clients through exceptional services.

# Our Values

**Collaboration:** We achieve more when we work together and value other’s differences

**Excellence:** We continually grow and develop through expanding our capabilities whilst striving to be our best

**Respect:** We respect our stakeholders, who are at the centre of everything we do

# Our Promise

Our commitment, across all our brands, is to provide a professional, person-centred service and offer quality of life outcomes that help people to live the life they choose.

# Key responsibilities

1. Under instruction, carry out general tasks such as cleaning, sweeping, weeding, clipping and pruning to ensure clean and tidy grounds with well-groomed gardens.

**What we look for in our volunteers**

1. Genuine interest and a passion for volunteering
2. Commitment to our cause
3. Enthusiasm and positivity
4. Integrity
5. Good Judgement – knowing the difference between right and wrong, good and bad
6. Reliability – willing to devote a set amount of time regularly and be punctual
7. Empathy – ability to understand the plight of a particular person or situation without being judgemental
8. Good communication and interpersonal skills– positive and respectful interaction with everyone
9. Self-assurance – able to take constructive criticism on board to improve skills and ability to help others
10. Adaptability to cope with change and a busy workplace

Ability to represent the organisation’s message to groups and individuals

# Skills and attributes required

## Essential:

* National Police Clearance dated within the last 6 months (can be applied for during the application process)
* Able to undertake general gardening maintenance tasks (as you might do in your own home)
* Skills and physical capability to safely and competently use gardening tools and equipment such as ladders, pruners, clippers etc.
* Ability to work without supervision
* Ability to work flexibly around the requirements of staff use of the grounds.

**Time and Availability Requirements**

During business hours – times and days are negotiable.

**Contact Person**

Name: Mark Druvins

Title: Maintenance Officer

Phone: 9311 8202

## Required Compliance Documentation

[x] National Police Clearance

| Name: |
| --- |
| Signature: |
| Date: |