

# SHIRE OF ESPERANCE

## VOLUNTEER POSITION DESCRIPTION



<b>POSITION TITLE</b>	General Volunteer
<b>DEPARTMENT / DIVISION</b>	External Services: Community Support Esperance Museum
<b>POSITION REPORTS TO</b>	Cultural Officer

### 1. POSITION SUMMARY

The General Volunteer is a 'behind the scenes' role providing assistance towards the development and implementation of exhibitions, public programs and other Museum related activities. This role will work closely with the Volunteer Curator and Volunteer Archivist.

### 2. ORGANISATIONAL CONTEXT

This position is a voluntary position under the direction of the Cultural Officer within the Shire of Esperance.

### 3. SPECIFIC ACCOUNTABILITIES FOR POSITION

Includes but not limited to:

- Assisting in preparation of materials for activities and events.
- Assisting with events and activities i.e. meet and greet guest, handing out programs, assisting children with craft activities, cleaning up etc.
- Assisting in setting up exhibitions.
- Practical works such as setting up and taking down equipment for events, moving objects, furniture and equipment.
- Cleaning and dusting.

### 4. SPECIFIC KNOWLEDGE, SKILLS AND EXPERIENCE

- Practical, creative, general handyman and maintenance skills.
- Good communication skills with a willingness to listen and learn.
- Methodical working manner, attention to detail, have patience and physical dexterity.
- Ability to use own initiative, volunteer unsupervised and in a team environment.
- Reasonably fit and able to undertake physical activity.
- Keen interest in the Museum and local history.

### 5. TIME COMMITMENT

- We ask that you are able to commit to a regular weekly or monthly commitment.
- Monday, Tuesday or Wednesdays only, however flexibility required for event times.
- There will be a trial period of 3 months to ensure that this is the right role for you.
- This is an ongoing role.

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### 6. Occupational Health and Safety

- While volunteering, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission whilst volunteering.
- Follow all OSH policies, procedures and practices.
- Be a team player and maintain a realistic level of workplace harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always be supportive of management policies and procedures as well as Council's Code of Conduct.

### 7. Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

### 8. SIGNATURE

Signed by Volunteer..... Date.....

Signed by Supervisor..... Date.....

As the representatives of the Esperance community, the Council and Shire staff are guided by the values of

**PRIDE:**

**Professionalism** - in the standards and ethics of our actions

**Respect** - through courtesy and honesty in our dealings with all people

**Integrity** - that builds community trust

**Dedication** - of a committed team that works together to provide leadership for the community

**Excellence** - in the service that we provide for the community