

## Volunteer Position Description

**Position:** Gardening Assistant

**Department:** Maintenance

Volunteer Program Coordinator	
<b>Name:</b>	Stella Molloy
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**Location:** 12 Kirkpatrick Street Weston ACT 2611

**Hours:** Flexible with day and time - 2 hours per week

### About the Position

The role of a gardening assistant provides assistance to the maintenance team by tending, planting, weeding, caring and watering of garden beds, for which will be allocated to you at commencement of volunteering. We welcome green thumbs to utilise cuttings from home to add a touch of colour to our gardens.

### Key Duties

- Weeding
- Pruning and trimming
- Planting
- Mulching
- Watering
- General garden maintenance

### Skills & Qualities

- Positive and friendly attitudes
- Willingness to take direction
- Attention to detail
- General gardening knowledge, this may include use of tools both mechanical and electrical
- A knowledge of plants, weeds as well as poisons and garden chemicals

### Benefits

- Participation in a worthwhile cause
- Appreciation from staff and visitors of your gardening skills
- Team engagement
- Watching your garden grow and enjoyment of seasonal changes

### Induction and training

- RSPCA Volunteer Induction
- Practical training module with a member of staff

### Mission

To prevent cruelty to animals by actively promoting their care and protection.

### Vision

To be the leading authority in animal care and protection.

### About RSPCA ACT

RSPCA ACT cares thousands of animals each year. Our Canberra shelter is a leader in animal welfare outcomes in Australia. We are committed to finding a home for every healthy companion animal and we have no time limits, age limits, or space limits for animals in our care.

RSPCA ACT operates an animal shelter, an animal cruelty inspectorate, a fully equipped veterinary clinic, a pet supply store, dog training classes a cat boarding facility and programs to support vulnerable members of the community. We are supported by dedicated staff and hundreds of volunteers who work to improve the lives of animals in the region.

### Additional requirements

- Uniform Compliance
- PPE Compliance – including but not limited to sunscreen, hat and gloves
- Tetanus vaccinations up to date
- Working with Vulnerable People Registration
- Six-month commitment to volunteering with the RSPCA

### Gardening Assistant – Task Analysis

The role of a gardening assistant varies however is based around general gardening tasks. Volunteers must be able to work independently and with minimal supervision.

Description	Requirement	Regularly/irregularly	Additional Information
Manual Handling	1. Lifting 0-10kg	Regularly	<ul style="list-style-type: none"> <li>• Gardening waste</li> <li>• Gardening equipment</li> <li>• Mulch etc</li> </ul>
	2. Repetitive movement	Regularly	<ul style="list-style-type: none"> <li>• Trimming plants</li> <li>• Weeding garden beds</li> </ul>
Work Environment	3. Works indoors	Irregularly	
	4. Works outdoor	Regularly	<ul style="list-style-type: none"> <li>• Weather conditions (heat, cold and rain)</li> </ul>
	5. Exposure to chemicals	Regularly	<ul style="list-style-type: none"> <li>• Fertiliser</li> <li>• Weed spray</li> </ul>
	6. Requirement to use PPE	Regularly	<ul style="list-style-type: none"> <li>• Gloves</li> <li>• Hat</li> <li>• Sun screen</li> <li>• Long pants</li> <li>• Eye protection</li> <li>• Ear protection</li> </ul>