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## Volunteer Role Description

<b>Role:</b>	<b>Grounds Maintenance Volunteer</b>
<b>Supervisor:</b>	Property & Facilities Manager
<b>Team:</b>	Heritage & Collections Team
<b>Location:</b>	NSW Rail Museum, Thirlmere
<b>Date:</b>	August 2022

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### Primary Purpose

The Grounds Maintenance Volunteer is a volunteer role responsible grounds maintenance of the NSW Rail Museum site, at Thirlmere.

The role works under the supervision of the Property & Facilities Manager, supported by the Property & Facilities Assistant, and works within a team of volunteers and employees within THNSW's Heritage & Collections Team.

Key to the success of this role will be the ability to follow instructions, a reasonable level of physical fitness and be able to undertake manual handling tasks as required to carry out the duties and activities of this role (*see below*), the ability to work with others and develop strong, positive working relationships with all THNSW team members, and a strong 'safety first', 'can do' attitude.

### Duties

The main duties of the Grounds Maintenance Volunteer role includes assisting with and undertaking:

- Gardening tasks – including watering, weeding, pruning, hedging, mulching
- Keeping the forecourt of the museum entry tidy, raking the play area sandpit and other areas
- Maintaining pathways, edging and other paved areas
- Painting and maintenance of handrails, furniture and facilities
- Routine condition inspections
- Other general site maintenance activities and tasks
- Other reasonable duties as directed, within the scope of this role

### Training

THNSW will provide training for the role as required.

### Commitment

This role requires a minimum commitment of three (3) days per month at the NSW Rail Museum, Thirlmere. Commitment is flexible and work can be carried out weekly, fortnightly, on weekdays or weekends.

### Selection Criteria

#### Essential

1. Must be at least 18 years of age.
2. Must be able to provide/arrange own transport to/from the NSW Rail Museum.

3. Successful completion of THNSW training required to fulfil the role.
4. Be physically fit and able to carry out manual handling tasks and the duties, activities and tasks of this role without restrictions.
5. All THNSW volunteers must meet the requirements of THNSW's volunteer program, including the ability to pass police, working with children, or other required checks relevant to THNSW's operating context with volunteers, youth, children and the public.

**Not Essential, but desired**

1. A general knowledge of safety standards as they apply to the work environment.
2. Experience or awareness of the requirements of working in, and an enthusiasm for, heritage, cultural tourism, regional attraction management sectors, not for profit or start up organisation environments.