



VOLUNTEER POSITION DESCRIPTION

Position: Grounds and Gardens Maintenance Attendant.

Locations: Gold Coast, Beenleigh, Willawong, Warra (Bracken Ridge)

GOLD COAST	Negotiated Any Time between 8.00am – 4.00pm
BEENLEIGH	Negotiated Any Time between 8.00am – 4.00pm
WILLAWONG	Negotiated Any Time between 8.00am – 4.00pm
BRACKEN RIDGE	Negotiated Any Time between 8.00am – 4.00pm

Reports to: Shelter Manager/ Maintenance

Responsibility: This role involves the general care and maintenance of the shelter grounds. Maintaining and developing the grounds of the rehoming centre and surrounds. Grass cutting, emptying bins, weed control and leaf raking. Hosing, cleaning and ensuring clean presentation of the shelter. Assist planting trees, flowers and plants. Assist in maintenance of plant tubs and baskets. Clearing rubbish and litter from the garden and grounds. Replace lights and possible general handyman work.

Stress: Please note that while the shelter is a wonderful place to visit, sometimes working in a shelter environment may cause stressors to certain individuals, namely those who have either a history of / or are predisposed to: anxiety, depression, mental health issues, are in physically poor health or have been diagnosed as being on the ASD spectrum.

If you fall into these categories please feel free to contact our Volunteer Department for more information.

Physical Capacity Required:

- Moderate level physical fitness with the ability to lift up to 10kg.
- Ability to cope with bending up and down and being on your feet for most of the shift.
- High level of manual dexterity, ability to manage multiple objects at once.
- Ability to walk unaided on grounds, pathways, grass, stairs and sometimes slippery and muddy pathways and yards.
- Clear vision, ability to see obstacles and hazards.
- Ability to hear if an animal is in distress, giving low sounds or initial warning sounds that the animal is indicating fear.

Mental Capacity Required:

- Highly developed communication and interpersonal skills.
- Hardworking and show initiative when required.
- Attention to detail particularly regarding procedures, hygiene and sanitization.
- Ability to comply with Standard Operating Procedures, Workplace Health and Safety Guidelines
- Work in a safe manner without risk to themselves, others or the environment.

- Correctly use all personal protective equipment provided.
- Comply with all emergency and evacuation procedures, respond appropriately to safety incidents.

Emotional Capacity Required:

- Calm and confident with dogs and people.
- Not easily distressed, not easily upset.
- Mature and emotionally secure. The shelter environment can be a trigger for some people with emotional or mental trauma.
- Ability to cope with changes, busy working environment and demanding schedule.
- Gentle and mature disposition with demonstrated affinity with animals.
- Not bothered by strong smells or getting dirty.

Autonomous / Unsupervised Capacity Required:

- Demonstrated ability to take direction from team members in supervisory roles.
- Ability to work autonomously while managing your own time effectively.
- Ability to work as part of a team.

Skills Required: Knowledge of grounds maintenance, able to take direction and then work unsupervised, physically fit, ability to use initiative and proactive approach.

Skills gained: Will be trained in use of equipment, yard maintenance etc. Gain a thorough understanding of the Animal Welfare League Qld organization, customer relations, work experience in a shelter, personal satisfaction of knowing you are making a difference.

Volunteer characteristics: Hard working, reliable, regular commitment, efficient, courteous manner, good attitude to work.

Performance Goals: At the end of 3 months with a minimum of 48 volunteer hours, be assessed prior to graduating to become a regular volunteer.

Time commitment: 4 hrs shift on a regular day, once per week. Initial training requirement is with our Tuesday Volunteer Team.