

Role	Garden Guide Volunteer
Program	<p>Monash Council's Gardens for Wildlife provides education and resources such as free seedlings to members of the community to assist them in establishing residential indigenous gardens.</p> <p>Volunteers will act as 'Garden Guides' and visit residential gardens to have a chat with property owners about their garden and provide some advice and opinion about how they can create a habitat garden. Garden Guides prepare a garden 'report' following the visit to aid the resident with the next steps they take towards creating their indigenous garden.</p>
Reporting to	<p>Anna Mezzetti</p> <p>Biodiversity Champion</p> <p>0459 750 850</p> <p>Anna.Mezzetti@monash.vic.gov.au</p>
Monash Volunteering	volunteer@monash.vic.gov.au
Location	Various locations– depending on residences registered.
Aims/Objectives	To provide personalised assistance to Monash residents in establishment of indigenous gardens.
Commitment	The program runs on weekdays during business hours. Visits are booked by residents within the availability provided by volunteers. Individual commitment varies depending on availability, number of volunteers, and demand for visits.
Key responsibilities	<ul style="list-style-type: none"> • Meet with Monash residents to discuss garden habitat values/opportunities and provide resources • Prepare post visit garden reports to guide residents in establishment of indigenous gardens (templates and species list are provided) • Arrange transport directly to residences to undertake visits

- Ability to interpret and work within guidelines, policies and procedures of Monash Council
- A sensitivity and ability to work with people from a wide range of cultures and backgrounds
- Ability to meet expectations and achieve desired outcomes effectively
- Undertake appropriate measures (e.g. personal dress) to ensure personal safety
- Be prepared to work in a pair for each visit

Maintain links with Volunteer team and Gardens for Wildlife Team by:

- Escalating and reporting issues and/or concerns
- Attending volunteer team meetings and training sessions

Training

Complete any induction and compliance training requirements where relevant

Personal Attributes

- Ability to work in pairs
- Reliability and punctuality
- Passion for sustainability, knowledge of indigenous gardening is preferred but not required.
- Ability to keep all information confidential and access information only as required and relevant to the role
- Very good communication skills
- A courteous, friendly and empathetic demeanor
- Ability and capacity to achieve desired outcomes effectively
- Adequate health, mobility and strength to safely navigate various terrains that may be encountered at residences
- Reliable access to transport to private gardens within Monash Council area



Qualifications and Skills

- Ability to use Microsoft Word
- Completion of SEV Role of the Volunteer Course & Reference checks
- Clear Police check and Working with Children’s Check (Monash Council)
- Awareness and commitment to Volunteer @ Monash Policies and Procedures as outlined in the volunteer Welcome Pack
- Interest and desire to volunteer and assist community in creation of indigenous gardens
- Mobility assessment (if required)

Declaration: I have read and understood this role description including the requirement to bring my mobile phone in accordance with my Key Responsibilities.

Volunteer Signature: _____

Volunteer Name: _____

Program Leader Signature: _____

Program Leader Name: _____

Date ____/____/____