



**bestchance** is the operating name of Child & Family Care Network Inc.

## Role Description for Volunteer in Maintenance and Gardening

Role details	
<b>Role title:</b>	<b>bestchance</b> Maintenance and Gardening Volunteer
<b>Reports to:</b>	Senior Manager Infrastructure & IT
<b>Location:</b>	Glen Waverley campus and various locations as required
<b>Program:</b>	<b>bestchance</b> Gardening and Maintenance

bestchance Context
<p><b>bestchance</b> Child Family Care is an independent, not-for-profit, community organisation. Administrative offices are located in Glen Waverley.</p> <p><b>bestchance</b> adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services across south eastern/eastern regions of Melbourne</p> <p>Refer to <a href="http://www.bestchance.org.au">www.bestchance.org.au</a> for further information about bestchance Child Family Care. <b>bestchance</b> is an equal opportunity employer and has a smoke free environment in buildings and motor vehicles</p>

Aims of the role
To provide support and assistance with general maintenance and gardening at our various service locations

Responsibilities
<p><b>Direct role</b></p> <ul style="list-style-type: none"><li>• Assist with general maintenance and gardening tasks as required</li><li>• Assist with special projects working in a small team of volunteers when needed</li><li>• Provide support to <b>bestchance</b> maintenance staff</li></ul> <p><b>Staff</b></p> <p>Work as a member of a cooperative and professional team to maintain:</p> <ul style="list-style-type: none"><li>• Work safely in the workplace being mindful of OHS practices and procedures</li><li>• Ensure correct safety procedures are followed, including when lifting heavy objects</li><li>• Accurately and promptly communicate all messages and report all issues to the Maintenance and Gardening Supervisor, or to <b>bestchance</b></li></ul> <p><b>bestchance</b></p> <ul style="list-style-type: none"><li>• Work in a cooperative and respectful manner with other <b>bestchance</b> staff, ensuring open communication</li><li>• All day to day issues/concerns to be communicated with the volunteer's supervisor/Infrastructure Manager</li><li>• If an issue is not able to be resolved, or for any other queries about the organisation contact the Volunteers Coordinator</li></ul>

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<b>Qualifications, experience, skills and attributes</b>
<ul style="list-style-type: none"><li>• A current Working With Children Check</li><li>• Attendance at <b>bestchance</b> induction session</li><li>• Be able to work under direction of a supervisor following instructions</li><li>• Competent in a variety of maintenance/gardening skills</li><li>• Safety awareness</li><li>• Reasonable level of fitness</li><li>• Reliable and punctual</li><li>• Able to work as part of a team and comfortable relating to others</li><li>• Able to commit to a regular time each week – times/days negotiable with the supervisor</li></ul>