

Volunteer Position Description

Program	HarbourCare
Volunteer Title	HarbourCare Volunteer
Reporting to	Environmental Sustainability Officer

Purpose:

The main purpose is to help removing the amount of rubbish in Sydney Harbour, along Mosman foreshores, parks and reserves. This volunteer role helps fostering a sense of community ownership and encourage volunteer and community participation in the wider community. And also volunteers assist Council to monitor the volume of rubbish on Mosman foreshores.

Role Responsibilities	<ul style="list-style-type: none"> • Removal of rubbish from along the harbour foreshore, parks and reserves • Collecting of litter data and reporting data back to Council on a regular basis
Qualifications	<ul style="list-style-type: none"> • An interest in the preservation and protection of the marine environment • Willingness to work individually or as part of a team
Benefits	<ul style="list-style-type: none"> • Satisfaction of protecting the marine environment • Meeting like-minded people • Socialising with neighbours and strengthening community bonds • Establishing personal links with Council staff • Physical exercise and fresh air • Bi-Annual HarbourCare Meetings • Receiving the quarterly HarbourCare Newsletter
Background Checks	No checks required however Mosman Council can verify the following background checks at any time, National Police check/ Working with Children Check/ Reference check (depending on the volunteer activities)
Commitment	As many hours as desired for an individual volunteer. Can be daily, weekly, monthly; or sporadically.
Scheduling	Can be done any day. Preferably at low tide. Must be done during daylight hours
Volunteer Role Location	Various Beaches and Foreshores within the Mosman Local Government Area

Work Health and Safety Responsibilities: (as per Volunteer Manual pages 10 & 11)

As a Volunteer of Mosman Council, you have to:

- Take reasonable care for your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the WHS Act).
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to volunteers.
- Participate in training.
- Keep the workplace safe, clean and tidy.
- Cooperate with Site Safety Rules.
- Cooperate with safe work method statements, standard operating procedures and controls.
- Report all incidents, hazards, near misses and injuries to your program coordinator with 24 hours and assist in completing an incident report form.
- Participate in emergency response rehearsals and reviews.
- Wear and maintain provided Personal Protective Equipment (PPE).
- Manual Handling.

Medical conditions:

- It is the responsibility of the Volunteer to inform Council staff, if at any time you are prescribed medication and/or acquire a medical condition, injury or illness that may affect your ability to perform your volunteering role.
- A medical certificate may be requested before you can begin or resume the volunteer role, which should state any limitations to your capability. The Volunteer Coordinator/Program Coordinator may attempt to adjust the role accordingly, however this may not be possible and you may be referred to a different volunteer position or requested to take time to recover.

Acknowledgement:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Volunteer's Name (printed):.....

Volunteer's Signature:..... Date:.....

Volunteers Office/
Program Coordinator:..... Date:.....