

ORANA HOUSE	
POSITION:	Gardener (Volunteer)
REPORTS TO:	Business Manager
DIRECT REPORT:	SWitCH Coordinator
POSITIONS UNDER DIRECT SUPERVISION:	Nil
POSITION OUTLINE:	<p>The role of the Volunteer Gardener is to undertake weekly gardening duties at the SWitCH Centre in Noranda to help ensure the garden and grounds are presented in the best possible manner and maintained to a high standard.</p> <p>The Volunteer Gardener will be part of the team that ensures Orana House empowers change through providing the highest quality of services to the women and children we support.</p>
KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Work within the Orana House Mission Statement, and Code of Conduct and Ethics Policy, and Equal Employment Opportunity principles	Compliance at all times with all principles as outlined in Orana House documentation
Ensure adherence to Orana House Policy and procedures. Comply with all privacy, equal opportunity and occupational health and safety requirements	Compliance at all times with the Orana House Policy and Procedures Manual
Ensure confidentiality of information in relation to clients, staff and organisational matters	Compliance with the volunteer confidentiality agreement is observed at all times
Maintain co-operative working relationships with other staff and volunteers and contribute to a cohesive team approach to service delivery	Compliance at all times with volunteer agreement
Foster an effective team work approach with all staff and volunteers and provide support as required	Adherence to and compliance with the Orana House Code of Conduct and Ethics
Contributes to creating a culture of inclusion and purpose, being part of a professional, productive, passionate and cohesive staff team	Maintain effective, professional relationships with colleagues and clients
To perform gardening duties including weeding, digging, pruning, planting, sweeping paths, and ad hoc duties as required	Provide regular gardening services that maintain the safety and standard of the grounds
To help maintain the gardens and grounds in a good condition together with various displays of plants as appropriate	Provide updates and information to staff to the SWitCH Coordinator about any risk or any requirements
Ensure security of premises, materials and equipment	Gates, doors and other entry/exit routes are secured. No items are left unattended that may cause harm to users of the Centre. Tools and other items are stored safely and securely
ADDITIONAL REQUIREMENTS	
A Police Clearance and Working With Children Clearance is a requirement of this position	To be arranged prior to commencement