

GardenMate Volunteer
South Port Day Links Inc.

Organisation Information

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| Organisation name: | South Port Day Links Inc. |
| Aim / mission of organisation: | Promoting and enabling equality of access and opportunity for frail aged people, people with a disability, and those that care for them, so that they can maintain their independence and links to the local community. |
| Address: | Level 1, Liardet Community Centre, Cnr Liardet & Nott Sts Port Melbourne VIC 3207 |
| Phone: | 03 96466362 |
| Fax: | 03 96466606 |
| Email: | info@spdl.org.au |
| Website: | www.spdl.org.au |
| Operating hours: | 8.00 am to 5.00 pm Monday to Friday |

Volunteer Position Information

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| Position title: | GardenMate volunteer |
| Tasks / duties: | <p>Volunteer a period of time on a regular basis to provide maintenance of the client's garden.</p> <p>Build a friendship with the client and encourage social interaction.</p> <p>Monitor the wellbeing of the client and liaise with the Coordinator if there are any issues.</p> <p>Adhere to all relevant SPDL policies and procedures.</p> <p>Participate in SPDL orientation, training and team activities.</p> <p>Notify the Coordinator of any matter that limits you in undertaking these duties.</p> |
| Skills & knowledge: | <p>Possess or develop understanding of the needs of people who are frail aged, have a disability or have mobility issues, and those that care for them.</p> <p>Have the capacity to carry out basic maintenance of the client's garden and to call for assistance if required.</p> |
| Special requirements (e.g. police check): | 2 personal referees and a police check undertaken by SPDL. |
| Time commitment: | As arranged with client. Approx 6 hours per month |
| Days required: | Flexible |

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| Location of position: | At clients residence | | |
| Other comments: | Willingness to sign volunteer work agreement with client and SPDL. | | |
| Contact person: | Coordinator of Volunteers | Contact details: | 03 9646 6362 |
| Closing date: | Ongoing | | |



South Port Day Links is a community-based not-for-profit organisation that is managed by an elected Committee of Management. Working through volunteers and students, we provide a number of services aimed at keeping people in touch with the community and enhancing their quality of life. By utilising the skills of volunteers we link people to information, to other people, to local services, activities, programs and their community.

Position Title: Volunteer GardenMate

Position Objective:

To provide skilled gardening and conversational opportunities for people who are frail aged or have a disability, or those that care for them

Key Responsibilities and Duties:

- To volunteer a period of time on a regular basis to provide maintenance of the client's garden
- To build a friendship with the client and to encourage social interaction
- To monitor the wellbeing of the client and liaise with the Coordinator if there are any concerns or issues that arise
- To adhere to all relevant SPDL policies and procedures
- To participate in SPDL orientation, training and team activities
- To notify the Coordinator of any matter that limits you in undertaking these duties

Organisational Relationships:

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|---------------------------|----------------------------------|
| Reports to: | Coordinator, SPDL Inc |
| Supervises: | Nil |
| Internal Liaisons: | Service User Other volunteers |
| External Liaisons: | Nil |

Accountability and Extent of Responsibility/Judgement and Decision Making:

The volunteer GardenMate:

- Is accountable to the SPDL Coordinator for the conduct and completion of tasks
- Is responsible to work in a manner that complies with relevant legislation (eg. Privacy/Antidiscrimination/OH&S) and relevant SPDL's policies and procedures
- Is responsible to execute his/her duties and behave in a manner that promotes and maintains the excellent reputation and image of SPDL

Specialist Skills and Knowledge:

The volunteer GardenMate will:

- Possess or develop understanding of the needs of people who are frail aged, have a disability or have mobility issues, and those that care for them
- Have the capacity to carry out basic maintenance of the client's garden and to call for assistance if required

Management Skills:

The volunteer GardenMate will have the:

- Ability to establish priorities and use time efficiently
- Ability to set and maintain boundaries

Interpersonal Skills:

The volunteer GardenMate will:

- Possess good listening and communication skills
- Possess a caring attitude that demonstrates respect and patience in dealing with others
- Be a trustworthy team member with a strong sense of responsibility and reliability
- Have a commitment to the rights of others to have their personal information treated as strictly confidential

Qualifications and Experience:

The volunteer GardenMate will have:

- Experience in and understanding of the special needs of older people and those with mobility issues including those from CALD communities
- Experience in and enthusiasm for gardening.

Conditions Of Volunteer Work:

- SPDL adheres to the Model Code of Practice recommended in the *National Standards for Involving Volunteers in Not-For-Profit Organisations* by Volunteering Australia.
- The position as a GardenMate is a voluntary one
- An allowance of \$5 per visit may be made
- Volunteer GardenMates should expect regular support and contact from the coordinator.

Key Selection Criteria:

The volunteer GardenMate will have a:

- Demonstrated interest in gardening
- Demonstrated interest in older people and people with a disability
- Capacity to provide support and friendship to clients on a professional and ongoing basis
- Willingness to take instructions
- Willingness to undertake ongoing training
- Willingness to undertake a criminal records check
- Willingness to sign a volunteer work agreement and an agreement with SPDL and the client