

Systems and Infrastructure



| Duty Statement | |
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| Position Title | Working Bee Volunteer |
| Program Location | Head Office |
| Reports To | Manager Systems and Infrastructure |
| Objective | <p>The Systems and Infrastructure (S&I) team enables delivery of Community Services #1's (CS#1) strategic outcome by providing ICT, administration, general maintenance and cleaning support and services.</p> <p>The primary purpose of the Working Bee Volunteer position is to assist S&I's administration and general maintenance activities to ensure CS#1 facilities are organised and well-presented for clients and public events</p> |
| Duties | <p>Supports delivery of CS#1's Systems and Infrastructure activities including, but not limited to</p> <ul style="list-style-type: none"> • Movement and/or ethical removal of furniture and equipment • Transporting unwanted items to charities or waste facilities • Clearing and sweeping storage areas and CS#1 <p>Community engagement, such as arranging disposal of unwanted furniture and equipment.</p> <p>Logistical assistance, such as arranging access to CS#1 vehicles for transporting furniture or equipment, and safely manoeuvring a truck and/or car with trailer.</p> <p>Able to work autonomously with minimal supervision and to work effectively within a team</p> <p>Support general maintenance activities by sweeping and general clearing</p> |

| Selection Criteria | |
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| Desirable abilities, motivation and experience | <p>A genuine interest in working as part of a team that positively contributes to the Canberra community.</p> <p>Ability to drive a truck and/or a car with trailer.</p> <p>Able to work effectively either autonomously with minimal supervision, or as part of a team.</p> <p>Ability to adhere to WH&S principles and practice.</p> <p>A friendly and attentive communication style.</p> <p>Willingness to attend Volunteer Information sessions as required.</p> |
| Additional Requirements | <p>A.C.T. Working with Vulnerable People Card</p> <p>Current unrestricted driving licence</p> |

| Acceptance | |
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| I understand and accept the duties as outlined in this Statement. | <p>Volunteer:</p> <p>Date:</p> |