

# POSITION DESCRIPTION

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<b>Position Title:</b>	Ravenswood Showgrounds Camp Host
<b>Agreement:</b>	Contract
<b>Classification:</b>	Volunteer
<b>Directorate:</b>	Infrastructure Services

## POSITION OBJECTIVE

To maintain the Ravenswood Reserve (Showgrounds) in a clean, tidy and presentable condition to attract visitors. The position is a volunteer arrangement and would suit retired/semi-retired persons with a free RV (self-contained) site for the period of your arrangement.

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Open Space Coordinator
Directly supervises:	Nil

## KEY RESPONSIBILITIES

1. Provide general supervision of the Ravenswood Reserve (Showground).
2. First point of contact for customer enquiries of the Showground delivering positive customer service experience.
3. Manage and approve site allocation ensuring all visitors have made an online booking and assist with online booking using customers mobile device if required.
4. Notify Council immediately of non-compliances.
5. Ensure facilities are stocked with consumables outside of scheduled Town Officer maintenance visits.
6. Litter control and basic hazard elimination/identification.
7. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
8. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

## POSITION REQUIREMENTS

### | Knowledge, skills and abilities |

#### Essential:

- Customer service skills.

#### Desirable:

- Experience in another camp.

### | Education/Qualifications |

### | Licences |

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**Essential:**

- Possession and maintenance of a Queensland "C" Class Driver Licence.

**PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT**

This position requires the incumbent to undertake periodic field work in environments subject to inclement weather conditions.

This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.

**POSITION DESCRIPTION AUTHORISATION**

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

**Director:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

**CEO:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

**POSITION ACCEPTANCE**

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

**Incumbent:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_