

VOLUNTEER POSITION DESCRIPTION

Title:	Charters Towers Showgrounds Camp Host
Location:	Charters Towers Showgrounds
Reports to:	Tourism Coordinator

Purpose of the Role:

Charters Towers Regional Council is seeking enthusiastic individual/s or couple to volunteer as Camp Hosts at the Charters Towers Showgrounds. This role is required to maintain the Charters Towers Showgrounds Campground in a clean, tidy and presentable condition to attract visitors.

Duration of Work:

As agreed.

Duties and Responsibilities:

- Provide general supervision of the Charters Towers Showgrounds.
- First point of contact for customer enquiries of the Showgrounds, delivering a positive customer service experience.
- Manage and approve site allocation ensuring all visitors have made an online booking and assist with online booking using customers mobile device or device provided if required.
- Notify Council immediately of non-compliances.
- Ensure facilities are stocked with consumables outside of scheduled cleaning services.
- Litter control and basic hazard elimination/identification.
- Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace.
- Volunteers 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.
- 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.

Volunteer Benefits Include:

- Free RV (self- contained) site for the period of the volunteering arrangement.

Training Requirements:

- Charters Towers Regional Council Corporate Induction

Requirements:

- Customer Service Skills
- Possession and maintenance of a C class drivers' licence.
- Volunteer must be able to provide their own self-contained camping unit (tap water is available on site)
- Volunteers must be friendly and enjoy working with people.
- Undertake periodic field work in environments subject to inclement weather conditions.

- 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. Any such reorganisation of duties shall be the subject of discussion with the volunteer.

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 undertaken in accordance with consultation requirements.

Name:	
Signature:	
Date:	

