

Position Description

Position Title	Repair Lab Assistant Volunteer
Program	Canning Environment
Sub-Program	Clean Canning
Industrial Standards	National Standards for Volunteer Involvement
Classification	Volunteer
Reports to	Waste Project Officer
Other Key Relationships	Manager Sustainability and Waste Strategic Waste Officer Community Development Officer – Volunteering
Primary Location	Canning River Eco Education Centre

Vision and Values

Vision

City of Canning: a welcoming and thriving city

Values

The City of Canning's core values are:

- **Authentic** Build genuine relationships
Be responsible in our actions and commitments
- **Resilient** Embrace challenges to encourage our people to thrive
Support each other's well-being
- **Creative** Share our innovative thinking
Have the courage to welcome and try new ideas
- **Collaborate** Work together as one team
Share our success and knowledge to thrive

Position Overview

Repair Labs are free community events where community members can bring damaged consumer items to be assessed and repaired for continued use.

Repair Labs are an amazing tool for engaging the local community in valuing waste reduction, prioritizing repairing behaviours as opposed to throwing away habits, providing a sense of place for the community and showcasing the skills of volunteers.



Position Objectives

Repair Lab Assistant Volunteers work alongside the Waste Reduction Team to support the following activities at Repair Lab events.

Public engagement activities including:

- Meeting and greeting event participants and providing information about event facilities
- Explaining to event participants the Repair Lab rules including any safe work environment rules
- Directing participants to the right Specialty Repair Lab Volunteer/repair area
- Encouraging event participants to appropriately recycle or dispose of items that cannot be repaired

Event specific activities:

- Assist with the set up/pack down of event resources inclusive of maintenance and inventory tasks
- Assist staff with the collection of event records including feedback from participants and statistical information

Time and Commitment:

- Repair Labs will be scheduled every second month on the third Sunday of the month between 9:30am and 12pm. Dates will be shared well in advance with volunteers to give them time to make an informed decision about their volunteering commitment.

Other:

- Volunteers may be asked to perform additional task on an 'as required' basis. Volunteers will be consulted, and consent obtained prior to participating in additional tasks.
- Volunteer Repair Lab Assistants must be willing to attend any relevant briefings, de-briefings, and training sessions relevant to the safe delivery of Repair Lab events.

Position Benefits

- Gain self-confidence and a sense of achievement by working alongside industry professionals to gain knowledge and skills
- Opportunities to apply learning to real life activities
- Build relationships and social connectedness with peers, professionals, and community members/groups
- Opportunities to participate in volunteer recognition initiatives

Corporate Responsibilities

Age Requirement: The City of Canning Volunteer Program encourages individuals who are 18 years of age and over to participate in its program.

**Dress Code:**

- It is recommended that volunteers demonstrate a neat and presentable standard of dress. Volunteers will need to wear comfortable, closed toe shoes at all times.
- Volunteers will be provided with a name badge or vest to be worn whenever volunteering for the City of Canning.

Code of Conduct:

All volunteers are responsible for adhering to the City of Canning's Volunteer Code of Conduct, policies and procedures and CEO Instructions that support it.

Workplace Health and Safety:

Volunteers should take steps to minimise risk by following all health and safety directives, procedures and instructions inclusive of any lawful requirements and as determined by the City of Canning.

Equal Opportunity:

The City of Canning recognises that people are its most important resource and is committed to fair and equitable volunteering opportunities. The City of Canning supports the objectives of the Western Australian Equal Employment Opportunity Act (1985) and volunteers are expected to support these objectives in their behaviour and conduct as a representative of the City of Canning.

Volunteers should perform their duties in a way that respects difference and does not discriminate on the basis of ethnicity, religion, gender, sexual orientation, political or other opinion, disability, or age.

Training Requirements

Training Matrix

Training Program	Compulsory/Mandatory	Timescale/Frequency
Induction	Compulsory	Prior to commencement
Orientation	Compulsory	Commencing day one of volunteering
Basic Manual Handling Training	Compulsory	Prior to commencement

Security Screens and Checks

The City of Canning adheres to the National Standards for Volunteer Involvement Standard 4.4 which states 'Screening processes are applied to volunteer roles that help maintain the safety and security of service users, employees, volunteers and the organisation.'

*All screening processes are subject to renewal and or review and the City of Canning reserves the right to cease a volunteering position based on the outcomes of screening processes.

Screening Matrix

Screening Tools	Compulsory/ Recommended	Timescale/Frequency	Review/Update Requirement
Volunteer Application	Compulsory	Prior to commencement	N/A
Volunteer Agreement	Compulsory	Prior to commencement	N/A
Health & Wellbeing Check	Recommended	As part of completing recruitment documentation or as deemed appropriate following any changes in health.	At time of recruitment and as deemed appropriate following any changes in health
Volunteer National Police Certificate	Compulsory	Prior to commencement of duties	Every three years

Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

Essential:

- Good customer liaison skills including the ability to respond to enquiries in a timely and professional manner
- A proactive approach to maintaining a safe working environment including the ability to identify and report hazards to staff in a timely manner
- Ability to work as part of a team and to follow staff directions
- Satisfactory National Police Records Check (issued within the last 12 months).

Desirable:

- Experience working or volunteering in a culturally diverse community setting
- Ability to take initiative and self-direct.
- Experience working or volunteering in a community customer service role