

Position Description

Position Title	Specialty Repair Lab Volunteer
Program	Canning Community & Commercial
Sub-Program	Enriching 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 goods 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

Direct Delivery:

Specialty Repair Lab Volunteers are talented community members willing to volunteer their time and expertise to repair or advice on the discontinued use of consumer items in one or more of the following areas:

- Electrical
- Textiles
- Household
- Bicycle

Working alongside the Waste Reduction Team, Specialty Repair Volunteers apply their skills and knowledge to support the delivery of the following high-quality Repair Lab tasks:

- Assessment and repair of consumer items
- Information sharing with participants regarding repairs and how to take care of consumer items for continued use
- Providing information to participants as to why an item can't be repaired including discontinuing the use of an item that is faulty or unsafe to use
- Encouraging appropriate recycling or disposal of items that can not be repaired

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:

- Specialty Repair Volunteers are asked to bring their own specialty tools and equipment for use at Repair Lab events. The City of Canning will as budget allows provide basic repair tools for use by volunteers.
- Specialty Repair Volunteers must be willing to attend any relevant briefings, de-briefings, and training sessions relevant to the safe delivery of Repair Lab events.
- Specialty Repair 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

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:	<ul style="list-style-type: none"> 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:	<p>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.</p> <p>Volunteers should perform their duties in a way that respects difference and does not discriminate based on ethnicity, religion, gender, sexual orientation, political or other opinion, disability, or age.</p>
Age Requirement:	The City of Canning Volunteer Program encourages individuals who are 18 years of age and over to participate in its program.

Training Requirements

Training Matrix

Training Program	Compulsory/Mandatory	Timescale/Frequency
Induction	Compulsory	Prior to commencement
Orientation	Compulsory	Commencing day one of volunteering
Test and Tag Session for all volunteers using electrical items	Compulsory	Prior to commencement
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:

- Excellent interpersonal and verbal communication skills
- Previous experience working or volunteering to repair consumer items in line with one or more of the Repair Lab's areas of support – Electrical, Textiles, Household or Bicycle
- Ability to exercise initiative and work with minimal supervision, as well as part of a team
- A proactive approach to maintaining a safe working environment including identify and report hazards to staff in a timely manner
- Satisfactory National Police Records Check (issued within the last 12 months)

Desirable:

- Experience working or volunteering in a culturally diverse community setting
- Experience working or volunteering in a community customer service role
- Qualification to carry out Testing & Tagging of electrical items as per AU Standards 3760/3012 or willingness to obtain qualification