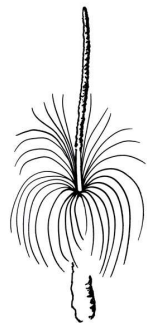


Position Description

Education, Community and Volunteer Coordinator

Euroa Arboretum



1.0 POSITION DETAILS

Title:	Education, Community and Volunteer Coordinator
Salary:	Part-time, \$66,669 - \$70,583 (annualised salary) plus super. 3 days per week or 0.6 FTE (including fixed-term funded component 1 day per week)
Vehicle:	Own vehicle is required. Re-imbursement per kilometer
Area:	Based out of the Euroa Arboretum, Euroa. Work may include surrounding area, therefore, must be prepared to travel.
Reports to:	Commercial Manager, Euroa Arboretum

2.0 POSITION CONTEXT

Background to the Position & Project

The Euroa Arboretum is a 27-hectare site located on the outskirts of the Euroa township. It has a volunteer Committee for Euroa Arboretum Incorporated (EAI) that oversees the management requirements of the site as well as project development and delivery of natural resource management priorities in the local area. The Euroa Arboretum has a Strategic Plan that sets out the role and vision. The Committee employs Executive Managers, Nursery Manager, Seedbank Manager, and various other staff and volunteers to undertake project requirements.

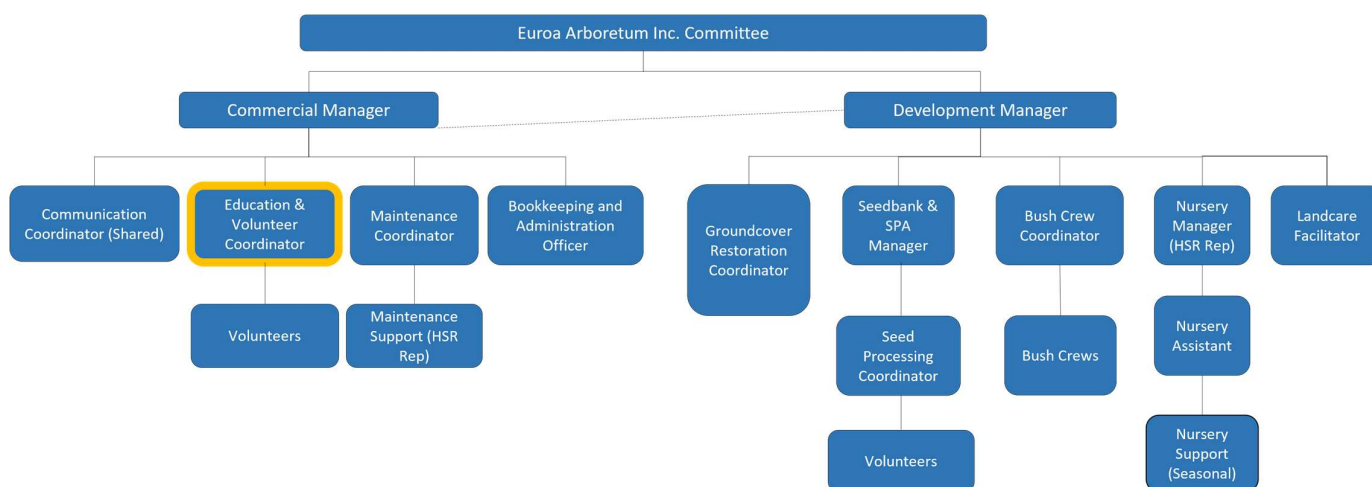
A key component of the Strategic Plan is the role the Euroa Arboretum plays in environmental education. The Euroa Arboretum has a strong track record in delivering field days, events and workshops to the community on a variety of environmental topics.

Our volunteers provide extraordinary input and value into the Arboretum and associated projects. We have increasing interest from people wanting to volunteer at the Arboretum to contribute in a positive way to their local environment. To meet the needs and interests of current and prospective volunteers, it is desirable that we continue to develop, implement and refine ongoing and project-based volunteer engagement in both Euroa Arboretum and wider Landcare related activities and programs.

The Euroa Arboretum has a role in delivering volunteering opportunities across Strathbogie Ranges and Longwood Plains Conservation Management Network and other environmental groups. Coordinating with these groups will allow us to develop a register of volunteers and a range of projects to meet the interests and skills of a broader range of people.

As well as showcasing the Arboretum, there is a demand and a need for the community to be educated in all aspects of Arboretum activity. Whether in horticultural, propagation of native plants, seed production and cleaning, restoration, or stimulating interest and interaction in indigenous practices, culture and development. Such education needs programs to be developed, presented, and delivered to engage a range of audiences.

The position in the Organisation is as follows.



3.0 KEY RESPONSIBILITIES

The Euroa Arboretum believes wholeheartedly that healthy country and healthy people are synonymous. We would like to embed community and education firmly into the heart of everything we do in restoration. This position is the key to ensuring people are a central role in restoring our local environment.

This position will:

- Prepare regular content, including photos and videos, for newsletters, social media and other media platforms show-casing the Euroa Arboretum and partnering groups and networks.
- Contribute to the Euroa Arboretum calendar of events and coordinate entries for Bush Kinder, school visits and other community events arranged, including activities planned in conjunction with other Landcare/environmental groups, networks and partners.
- Apply for (or assist in preparation of) any relevant and suitable community engagement or event grants for Euroa Arboretum, as recommended or identified by Landcare facilitators or Euroa Arboretum staff.
- Assist all staff to create opportunities to share their expertise, whether it be with plants, seed or land restoration through events or with volunteers.
- Have carriage of the Arboretum's bushkinder@euroaarboretum.com.au inbox.
- Support delivery of bush kinder, schools, university or community education and events (including any grant-funded). Support the development of signage and seasonally appropriate ideas as required.
- Per funding allowance, organise and deliver family friendly events, education programs and training opportunities throughout the year to engage families in the natural environment.
- Contribute to any quotations related to school activities, visits or other community-based visits & activities as required.
- Regularly liaise with Supervisor, including updates on planned or required activities.
- Ensure that OH&S responsibilities are fulfilled.

This role includes the coordination of Euroa Arboretum volunteers and facilitation of Landcare activities. This component is a funded role and covered by a separate Position Description. A copy of the –'Euroa Arboretum – Landcare Facilitator Position Description' can be requested.

4.0 Selection Criteria

- Experience working with, supporting and engaging volunteers, with a sound understanding of volunteer principles and the volunteer experience, particularly within Environmental Restoration and Landcare context.
- Sound coordination, problem solving and organisational skills, with the ability to manage day-to-day activities, competing priorities and ability to adapt plans.
- Demonstrated relationship-building skills, with the ability to engage respectfully, effectively and productively with volunteers, staff, community members, partners and stakeholders.
- Ability to work both collaboratively and independently, with strong written and verbal skills
- Experience in developing and delivering training or information sessions for community groups and individuals.

5.0 Accountability

Reports to: The position reports to the Commercial Manager, Euroa Arboretum.

Liaison: Euroa Arboretum Committee
Landcare Conservation Management Networks, Catchment Management Authorities, local government, private landholders.
Community members and other target audiences.

6.0. Employment Details

- The Committee, via the Commercial Manager will manage the position.
- Appointment to this position will be on a part-time permanent basis, with the applicant employed 21 hours per week.
- The incumbent will provide his or her own vehicle and be reimbursed for use.
- Reasonable costs of telephone/internet/consumable office supplies or expenses incurred as a consequence of this position will be reimbursed.
- The incumbent must be prepared to attend weekend activities, if required.