Volunteer position	Program	Team	Reporting to
New Year's Eve Event 2019 Sustainability Education (Elder Park)	Customer	Events	Sarah Bruns Sustainable Events Coordinator

City of Adelaide's volunteer program

Activities of City of Adelaide's Volunteer Program contribute to delivery of the City of Adelaide 2016 - 2020 Strategic Plan.

Volunteering is highly valued in the City of Adelaide with volunteer activities contributing significantly to the positive experiences of residents, businesses, visitors and students.

Volunteer vision

Volunteers will be given the opportunity to share their passions, abilities and skills in meaningful ways that strengthen community capacity.

Activities of City of Adelaide's Volunteer Program create a sense of belonging, enable creative expression, promote social inclusion, challenge inequity, encourage sustainable practices, and promote wellbeing in City Communities.

Brief description of the role

The annual City of Adelaide New Year's Eve event in Elder Park attracts over 50,000 over the duration of the event. The program includes live music, a dedicated kid's zone, roving performers, catering outlets, licenced bar areas, and two fireworks displays.

The New Year's Eve sustainability education volunteers provide waste management support to the community with:

- Guidance and education to patrons with regard to event waste management facilities and correct usage of the bin separation system.
- Discussion of sustainability actions (in relation to the Sustainable Event Guidelines) implemented for the event with patrons and stakeholders.

Tasks

Volunteers will work individually near waste stations, proactively educating the community about event waste in a friendly non-confrontational manner. They may also assist other volunteers in the information booth upon managerial request and work as part of the CoA volunteer team under the guidance of a volunteer coordinator.

Waste education-stationed at public bins

- Individually positioned at bin stations, volunteers will assist patrons with the correct placement of waste into the appropriate bin by offering friendly guidance and information.
    - ORGANICS: All on-site vendor packaging will be compostable so this packaging, as well as food scraps, tissues and napkins can go into the green organics bins.
        - A good way to educate the community about what can go into this bin to is share the rhyme: 'If it grows-it goes.' This reminds people that if a material was alive and growing at any point of its lifecycle, it can be composted. Remember that NYE vendors are single-use plastic free.

          This compost is a valuable resource as it is processed locally and is used by South Australian farmers to grow the produce we all enjoy.

- 10C RECYCLING: All recyclable drink containers can go into the yellow drink container bins. These containers have a 10c recycling mark on their labels and are generally below 2 Litre capacities (excluding wine). These bins are collected by community groups for recycling.
- LANDFILL (dry-waste bins): Other materials should be deposited into the red landfill bins. This may be a little different to household waste management as some recyclable materials may end up in here. This is because at events, recyclable materials are often contaminated with food which is difficult to clean on-site.

Essential & desirable skills, knowledge & personal qualities

Essential

- Excellent customer service and ability and willingness to proactively communicate with people from diverse backgrounds
- Ability to work as a team member and autonomous individually as required
- Willingness to work a late-night shift
- Ability to work in a fast-paced environment and around hot foods and alcoholic beverages
- Ability to handle being in a large crowd
- Ability to be in vicinity of fireworks performance
- Ability to physically walk around and stand for approximately 4 hours
- Willingness to work with required personal protective equipment (gloves, goggles, tongs, vest)
- Understanding and willingness to work to basic workplace safety requirements

Desirable

- Ability to speak and understand a language other than English
- Passionate and knowledgeable about environmental issues and the Park Lands

Training, induction and time commitment

Training & Induction

All volunteers must participate in the City of Adelaide's:

- Volunteer generic induction
- Site specific induction (inclusive of manual handling training and operating procedures where necessary)
- Completion of the online Workplace Health and Safety module
- Attend training provided by the Volunteer Supervisor to maintain or develop skills relevant to the role

Time Commitment

There will be two shifts available to choose from: (6pm-9:30pm & 9:30pm-12:30am).
A briefing session will be held prior to the event to ensure good understanding and confidence in roles. This will require 1-2 hours which is additional to the completion of induction materials (online).

Additional requirements

- All council volunteers are required to have a satisfactory current National Criminal History Clearance. This will be provided and updated every 3 years by City of Adelaide
- Comply with all Council policies and procedures outlined in the Volunteer Handbook
- Adhere to all Work Health and Safety instructions and advice provided
- Where required, uniforms and personal protective equipment will be provided by City of Adelaide to be worn whilst on duty

Contacts

City of Adelaide volunteers will be issued contact information on the night in a lanyard. Please bring a charged mobile phone to use. This lanyard will also include a small map and information important for your role.
For enquiries about the role, please call 8203 7203 and ask to speak to the Volunteer Coordinator or Sarah Bruns.

Benefits

City of Adelaide volunteers are eligible for the following entitlements and benefits:

- A complimentary dinner voucher (1x per volunteer)
- A complimentary drinks voucher (1x per volunteer)
- A car parking permit to allow volunteer to park on Torrens Parade Grounds (1x permit per volunteer)

☐ I have read, understood and agree to abide by the conditions set out in this Volunteer Role Statement.

	Print name	Signature	Date
Volunteer			
Volunteer Coordinator			

Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Our Values

ACHIEVEMENT | COLLABORATION | CUSTOMER COMMITMENT | INTEGRITY | INNOVATION

Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results

Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback

Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises

Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do

Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities

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