



## Volunteer Role Description

### About the Puffing Billy Railway Volunteering Experience

Puffing Billy Railway (PBR) offers a unique volunteering experience at this award winning tourist attraction. Each of our volunteer roles contribute directly to the smooth and safe running of PBR, with the passengers and visitors our number one focus.

<b>ROLE TITLE</b>	<b>BUILDINGS TEAM MEMBER</b>
<b>BRANCH</b>	<b>INFRASTRUCTURE</b>
<b>LOCATION</b>	Entire Rail Corridor
<b>WHO THE ROLE REPORTS TO</b>	Infrastructure Buildings Coordinator or Maintenance Supervisor
<b>MINIMUM COMMITMENT</b>	Two shifts per month (typically Tuesday or Wednesday each week)
<b>ROLE PURPOSE</b>	To assist with the maintenance of the PBR's buildings and infrastructure in accordance with the organisations training regime and safe operating procedures. Engage visitors in conversations about PBR; provide assistance to visitors to enhance their visit.
<b>SKILLS &amp; QUALITIES</b>	<p>We are looking for volunteers who are:</p> <ul style="list-style-type: none"> <li>• A knowledge or willingness to learn carpentry and building skills needed to perform Key Duties</li> <li>• Possess a basic mechanical ability.</li> <li>• Ability to work within a team and develop team commitment and cooperation.</li> <li>• Ability to partake in additional learning to acquire new skills as required.</li> <li>• Prepared to initiate conversations and general friendliness,</li> </ul>
<b>KEY DUTIES</b>	<ul style="list-style-type: none"> <li>• Assist with the safe &amp; efficient operation tools &amp; equipment, including PPE.</li> <li>• Assist all Railway branches with building and infrastructure maintenance.</li> <li>• Assist Visitors as required.</li> <li>• Act as a representative of Puffing Billy Railway</li> <li>• Create photo opportunities for visitors</li> </ul>
<b>PHYSICAL CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Willingness to work in various weather conditions.</li> <li>• Ability to be on your feet for most of the day.</li> <li>• Ability to lift heavy loads.</li> </ul>

<b>BENEFITS OF VOLUNTEERING AT PUFFING BILLY RAILWAY</b>	<ul style="list-style-type: none"> <li>• Being part of the volunteer team of an award-winning heritage railway tourist attraction</li> <li>• Volunteer recognition activities</li> <li>• Discounts on products, food, and events</li> <li>• Free tea, coffee, and hot chocolate when volunteering (PBR cannot always cater for food and drinks due to job locations)</li> <li>• Free parking</li> <li>• Regular news updates and social events</li> <li>• Opportunity for other volunteer roles subject to interest, availability, and suitability</li> </ul>
<b>UNIFORM/REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• PRB Name Badge provided.</li> <li>• Appropriate PPE Safety boots, Clothes hearing &amp; eye protection must be worn.</li> <li>• Own transportation required with carpooling available to PBR job locations.</li> </ul>
<b>TRAINING</b>	Puffing Billy Railway will provide on the job training
<b>LEADERSHIP</b>	No
<b>ON SITE WITH POSSIBLE ACCESS TO CHILDREN?</b>	Yes
<b>COMPLIANCE REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Satisfactory and current Working with Children Check</li> <li>• PBR will conduct a National Police Check for our new volunteers.</li> <li>• Category 3 Rail Safety Health Assessment which PBR will facilitate.</li> <li>• Conflict of Interest Declaration</li> <li>• Participate in reaccreditation programs</li> </ul>

<p>Volunteers are required to:</p> <ul style="list-style-type: none"> <li>• Behave in ways that are consistent with the Code of Conduct issued during the onboarding process.</li> <li>• Understand PBR is a ZERO DRUG AND ALCOHOL workplace – workplace participants may be subject to unannounced drug and alcohol testing.</li> <li>• Agree to work in a manner that is safe for themselves, other volunteers, and paid staff.</li> <li>• Divulge any pre-existing medical conditions, injury or illness or changes to their health.</li> <li>• Agree to undertake duties and the minimum service requirements as specified in this Volunteer Role Description</li> <li>• Log volunteer hours by the system provided</li> </ul>
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*Puffing Billy Railway is an Equal Opportunity Employer of Staff and Volunteers and prohibits discrimination and harassment of any kind. PBR is committed to the principle of equal engagement opportunity for all employees and volunteers.*

*Puffing Billy Railway is also committed to promoting and protecting at all times the best interests of children and young people involved in its programs as visitors or passengers. PBR supports and respects all children, young people, staff, and volunteers. We are committed to the continual development of inclusive practises.*

*Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safe Policy and Child Safe Code of Conduct*



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

**Our Children, Our Focus, Our Future, Speak Up!**