

Volunteer Community Tree Captain

Department	Parks and Reserves (Tree Services)
Location	Various. Residential streets across the City of Stirling as scheduled
Position title	Volunteer Community Tree Captain
Responsible to	Candice Le Roux - Community Tree Officer

Duties and responsibilities

- Assist in the planting of street trees at one or more Community Tree Planting Events (CTP Events) across the City of Stirling (this may include assisting in the setting up and pack up), as directed by the Community Tree Officer.
- Lead a small team of people (made up of families, individuals and/or groups) in the planting of street trees at a CTP Event following the procedures and processes in accordance with the Community Tree Planting Program.
- Communicate with residents and other volunteers in a professional, friendly and respectful manner.
- Promote the Community Tree Planting Program and benefits of planting street trees to residents and the wider community across the City of Stirling where appropriate, e.g. at City of Stirling community events and/or displays etc.
- Promote and provide key information to residents about a CTP Event should this take place in your street.
- Adhere to Occupational Health and Safety processes and procedures at CTP Events.
- Wear appropriate clothing and enclosed footwear suitable for a CTP Event and that identifies their role as a Community Tree Captain.
- Maintain confidentiality of all residents and support volunteers at all times.
- Report all incidents and/or accidents following procedures as specified.
- Report any trees of ill health as well as any deliberate acts of vandalism and/or damage to street trees in their street and/or community to the City of Stirling Customer Contact Centre.
- Attend one or more volunteer training sessions specific to the Community Tree Planting Program.
- Adhere to the processes and procedures as outlined in the Program Volunteer Training Manual.

Skills required

- Ability to communicate confidently with a wide range of people in a professional, positive and friendly manner.
- Ability to follow the processes and procedures as specified in the Volunteer Training Manual and in accordance with the Community Tree Planting Program.
- Ability to lead a small team of people and follow procedures as specified.
- Knowledge of occupational health and safety as per induction and orientation.

Time required

- Attend CTP Events which will take place during the winter planting season (between May to September) on scheduled Saturday mornings from 9.00am to 11.30am. Followed by a street sausage sizzle for all interested participants. Up to 13 events may be scheduled over the planting season.

Procedures

Follow the procedures and processes as outlined in the Volunteer Training Manual and in accordance with the Community Tree Planting Program.