

REGIONAL COUNCIL OF GOYDER

	<h3><i>Position Description</i></h3>	Version No:	V1.1
		Adopted:	15/9/16
		Revised:	23/10/19
		Next Review:	23/10/21
		Responsibility:	HR

ROLE:	Tourism Volunteer
STATUS:	Voluntary
DEPARTMENT:	Administration
REPORTING TO:	Tourism & Events Manager

The objective of the role of all Council Volunteers is to provide a professional level of customer service and accurate information in a friendly manner to visitors.

Tasks that the Volunteer may assist with are;

- Ensuring a positive, timely and informative environment ensuring visitors leave well informed.
- Promoting 'Burra Passport' sales, tours and merchandise
- Processing payments through the till.
- Ensuring the Centre is looking clean and tidy
- Restocking shelves and brochures
- Collecting statistics as required

The position is located at the Burra and Goyder Visitor Information Centre located in Burra.

Volunteers in workplaces must abide by **Work Health and Safety** legislated requirements.

- Complying with the requirements of the WHS Act 2012, especially Part 2, Division 4, 28 Duties of Workers.
- Complying with the requirements of Council's WHS procedures
- Participating in training and consultative processes when required
- Following reasonable instructions and Safe Work Procedures (SWP's)
- Using and maintaining any aids, personal protective equipment and safety equipment provided
- Reporting incidents and hazards to their manager or supervisor as soon as reasonably practicable

VOLUNTEER:	APPROVED BY: David J. Stevenson
SIGN: _____	SIGN: _____
DATE: _____	DATE: _____