**Job Description**

**Community Garden Coordinator**

About this opportunity

ARTea’s Gallery & Garden in Swansea encourages our community to celebrate its talents and give them opportunities to connect, learn and grow.

Community Garden Coordinator is the main point of contact for the Community Garden project at ARTea’s Gallery & Garden. They will oversee a team of volunteers who will assist with the upkeep of the community garden.

Location: Swansea

Opening Hours- Friday, Saturday and Sunday 10am to 2pm.

Commitment: Days and hours available to suit volunteer. Shifts available 9.30am to 12 noon OR 12 noon to 2.30pm. Hours banked in this centre can be used towards volunteering commitments for Centrelink.

1) Responsibilities:

a) Coordinating a small group of volunteers to manage and maintain the garden. This includes but is not limited to rostering volunteers, delegating tasks and problem solving.  
b) Implement an annual maintenance calendar  
c) Coordinate the process to sell seedlings, plants and produce  
d) Develop and maintain relationships with other community garden initiatives and local supporting businesses  
d) Assist in the organising events and days around the garden in conjunction with SCC management  
e) Giving input to staff and volunteers about the development of the garden  
f) Undertaking any other tasks as required

2) Requirements

Knowledge and Experience:  
  
a) A good knowledge about gardening and horticulture is essential  
b) Previous experience in coordinating people and events is desired  
c) Ability to work with diverse group of people and ideas  
d) Volunteer Checks – National Police Check and Working with Childrens Check (preferred)

3) Skills & Personal Attributes:  
  
a) Ability to work autonomously and use your own initiative  
b) Must show strong work ethic   
c) Reliable and resourceful  
d) Excellent interpersonal skills  
e) Self-motivated and enthusiastic  
f) Able to lead a dynamic team  
g) Adaptability, flexibility and patience  
h) Have a passion for giving back to the community and building a sense of belonging

**Job Description**

**Community Garden Volunteer**

About this opportunity

ARTea’s Gallery & Garden in Swansea encourages our community to celebrate its talents and give them opportunities to connect, learn and grow.

Community Garden Volunteers will assist with the upkeep of the community garden at ARTea’s Gallery & Garden. They will take direction from the Community Garden Coordinator.

The role involves planting, weeding, pruning and mulching as well as other garden related activities.

Location: Swansea

Opening Hours- Friday, Saturday and Sunday 9.30am to 2.30pm.

Commitment: Days and hours available to suit volunteer. Shifts available 9.30am to 12 noon OR 12 noon to 2.30pm. Hours banked in this centre can be used towards volunteering commitments for Centrelink.

1) Responsibilities:

a) Assist Community Garden Coordinator with the upkeep and development of the garden

2) Requirements:

Knowledge and Experience:  
  
a) Gardening knowledge and experience (various levels from home hobbiest to qualified)  
b) Volunteer – National Police Check and Working with Childrens Check (preferred)

3) Skills & Personal Attributes:  
  
a) Ability to work autonomously and use your own initiative, whilst also following instructions  
b) Keen and reliable   
c) Willing to lend a hand  
e) Happy disposition and enthusiastic  
f) Able to work as a member of a team  
g) Adaptability, flexibility and patience  
h) Have a passion for giving back to the community and building a sense of belonging

**Job Description**

**Café coordinator**

About this opportunity

ARTea’s Gallery & Garden in Swansea encourages our community to celebrate its talents and give them opportunities to connect, learn and grow.

The Café Coordinator is the main point of contact for the refreshments area at ARTea’s Gallery & Garden. They will oversee a team of a small volunteers who will serve light refreshments to visitors of the gallery & garden.

**Location:** Swansea

**Opening Hours-** Friday, Saturday and Sunday 10am to 2pm

**Commitment**: Days and hours available to suit volunteer. Shifts available 9.30am to 12 noon OR 12 noon to 2.30pm. Hours banked in this centre can be used towards volunteering commitments for Centrelink.

**1) Responsibilities:**

a) Coordinating a small group of volunteers. This includes but is not limited to rostering volunteers, delegating tasks and problem solving.  
b) Implement an exciting light refreshments menu  
c) Ensure the volunteers are knowledgeable of the menu and can communicate with customers about ingredients or obtain the information, if required  
c) Coordinate the process of taking orders, serving, cash handling and recording daily takings  
d) Develop and maintain relationships with other local supporting businesses  
d) Assist in organising events & days around the Gallery & Garden in conjunction with SCC management  
e) Maintaining and monitoring inventory, rotating ingredients and prepared foods, ordering foodstuffs and other supplies as required  
f) Ensuring kitchen and equipment is clean and well maintained   
g) Maintaining food safety standards and cleanliness in kitchen and outdoor seating areas.  
h) Undertaking any other tasks as required

**2) Requirements**

Knowledge and Experience:  
  
a) Certificate in Commercial Cookery and / or equivalent experience  
b) Previous experience in coordinating people and events is desired  
c) Volunteer Checks – National Police Check and Working with Childrens Check (preferred)  
d) Food Safety / Food Handling qualifications  
e) Experience in leadership role   
f) Knowledge of nutrition and allergies

**3) Skills & Personal Attributes:**  
  
a) Ability to work autonomously and use your own initiative  
b) Strong communication skills and capacity to engage with diverse group of people and ideas  
c) Reliable and resourceful  
d) Demonstrated ability to manage risk and ensure a safe working environment while maintain a good sense of humour   
e) Self-motivated, enthusiastic and patient  
f) Able to lead a dynamic team of volunteers  
g) Strong customer service focus   
h) Have a passion for giving back to the community and building a sense of belonging

**Job Description**

**Café Assistants**

About this opportunity

ARTea’s Gallery & Garden in Swansea encourages our community to celebrate its talents and give them opportunities to connect, learn and grow.

The Café Assistants are integral to the welcoming feel of the refreshments area. They will be the first point of contact for many visiting ARTea’s Gallery & Garden. Their role is to take orders and serve light refreshments.

**Location:** Swansea

**Opening Hours-** Friday, Saturday and Sunday 10am to 2pm

**Commitment:** Days and hours available to suit volunteer. Shifts available 9.30am to 12 noon OR 12 noon to 2.30pm. Hours banked in this centre can be used towards volunteering commitments for Centrelink.

**1) Responsibilities:**

a) Taking orders (including cash handling), preparing and serving  
b) Rotating ingredients and prepared foods as per health regulations and guidelines  
c) Noting use of resources and other supplies so Café Coordinator can reorder as required  
d) Ensuring kitchen and equipment is clean and well maintained   
e) Maintaining food safety standards and cleanliness in kitchen and outdoor seating areas   
f) Assist in any events and days around the Gallery & Garden as needed by the Café Coordinator.  
g) Undertaking any other tasks as required

**2) Requirements**

Knowledge and Experience:  
  
a) Previous experience in customer service role  
b) Experience in food preparation role (school canteen, charity bbqs, café,restaurant, market etc)  
c) Volunteer Checks – National Police Check and Working with Childrens Check (preferred)  
d) Food Safety / Food Handling qualifications (or willingness to undertake)  
e) Cash handling experience (preferred)  
f) Knowledge of nutrition and allergies is beneficial

**3) Skills & Personal Attributes:**  
  
a) Ability to work autonomously but also in a small team  
b) Strong communication skills and capacity to engage with diverse group of people and ideas  
c) Reliable and committed  
d) Demonstrated ability to manage risk and ensure a safe working environment   
e) Friendly confident and welcoming approach and interest in customer service  
f) Self-motivated, enthusiastic and patient  
g) Have a passion for giving back to the community and building a sense of belonging

**Job Description**

**Gallery/Gift shop Coordinator**

About this opportunity

ARTea’s Gallery & Garden in Swansea encourages our community to celebrate its talents and give them opportunities to connect, learn and grow.

The Gallery/Gift shop Coordinator is the first point of contact for the gallery and gift shop area at ARTea’s Gallery & Garden and is the first face people will see as they enter the centre. They will oversee a team of a small volunteers who will welcome visitors of the gallery & garden.

**Location:** Swansea

**Opening Hours-** Friday, Saturday and Sunday 10am to 2pm

**Commitment**: Days and hours available to suit volunteer. Shifts available 9.30am to 12 noon OR 12 noon to 2.30pm. Hours banked in this centre can be used towards volunteering commitments for Centrelink.

**1) Responsibilities:**

a)Coordinating a small group of volunteers. This includes but is not limited to rostering volunteers, delegating tasks and problem solving

b) Ensure the volunteers are knowledgeable of the artists, artworks and giftware’s and can communicate with visitors about the art, gifts and pieces for sale

c) Coordinate the process of sales, welcoming visitors, cash handling and recording daily sales including the use of the POS system including Square payment system and cash sales

d) Develop and maintain relationships with other local supporting businesses

e) Assist in organising events and day around the Gallery and Garden in conjunction with SCC management

f) Coordinate and communicate workshop bookings and equipment needed to conduct such bookings

g) Ensure WHS is adhered in the gallery

h) Maintaining and monitoring inventory, rotating stocks, ensuring giftware levels are met

i) Liaising with artists and SCC management in regards to sales and payments

j) Promote current and upcoming exhibits and ensure that visitors do not damage any works in the gallery

**2) Requirements**

Knowledge and Experience:

a) Previous experience in coordinating people and events is desires

b) Volunteer Checks – National Police Check and Working with Children’s Check (preferred)

c) Experience in leadership role

**3) Skills & Personal Attributes:**  
  
a) Ability to work autonomously and use your own initiative  
b) Strong communication skills and capacity to engage with diverse group of people and ideas  
c) Reliable and resourceful  
d) Demonstrated ability to manage risk and ensure a safe working environment while maintain a good sense of humour   
e) Self-motivated, enthusiastic and patient  
f) Able to lead a dynamic team of volunteers  
g) Strong customer service focus   
h) Have a passion for giving back to the community and building a sense of belonging

**Job Description**

**Gallery/Gift shop Assistant**

About this opportunity

ARTea’s Gallery & Garden in Swansea encourages our community to celebrate its talents and give them opportunities to connect, learn and grow.

The Gallery/Gift shop assistant is the first point of contact for the gallery and gift shop area at ARTea’s Gallery & Garden and is the first face people will see as they enter the centre

**Location:** Swansea

**Opening Hours-** Friday, Saturday and Sunday 10am to 2pm

**Commitment**: Days and hours available to suit volunteer. Shifts available 9.30am to 12 noon OR 12 noon to 2.30pm. Hours banked in this centre can be used towards volunteering commitments for Centrelink.

**1) Responsibilities:**

a) Manage communication between coordinator, other volunteers, visitors and SCC management

b) Follow sales procedures including the POS and prepare sales receipts

c) Ensure gallery, gift shop and workshops space are clean and tidy

d) Responsible for monitoring and keeping artwork safe while the gallery is open

e) Assist with the installation and breakdown of exhibits

f) Staff the front desk in the gift shop

g) Greet visitors, answer questions and field sales inquiries

h) General cleanliness of the premises

i) Adhere to WHS practices

**2) Requirements:**

Knowledge and Experience

a) Volunteers checks – National Police Check and Working with Children’s Check (preferred)

b) Interest in the creative arts sector

**3) Skills & Personal Attributes:**

a) Ability to work autonomously and use your own initiative  
b) Strong communication skills and capacity to engage with diverse group of people and ideas  
c) Reliable and resourceful  
d) Demonstrated ability to manage risk and ensure a safe working environment while maintain a good sense of humour   
e) Self-motivated, enthusiastic and patient  
f) Able to lead a dynamic team of volunteers  
g) Strong customer service focus   
h) Have a passion for giving back to the community and building a sense of belonging