



# Position Description

## Event Volunteer

TITLE: Event Volunteer

REPORTING: General Manager

COMMITMENT: At least 12 months

### 1.1 ABOUT THE ORGANISATION

3000acres is a not-for-profit organisation that works to build healthy, resilient and connected communities through urban agriculture. We do this by helping community members access land and resources, and making it easier for resource holders to share their assets with the community. Most Australians have enough food, just not the right food. We are here to make accessing fresh and healthy food easy and fun.

In our first 5 years of operation we have helped to establish dozens of new community food gardens across Greater Melbourne and Regional Victoria. We work with councils, developers and individuals to find underutilised land and form use agreements - so that alongside the community we can design, implement and run community gardens. We want to see more people, growing more food, in more places.

### 1.2 ABOUT THE ROLE

The Event Volunteer helps make every 3000acres event a success - from working bees to community garden meeting days. At our events there are a million and one things happening, and we need someone with a can-do attitude to talk with community members, take notes, organise volunteers to do different tasks and so forth.

You'll work closely with 3000acres staff and other volunteers to help plan events (such as ordering catering and hanging up posters) and ensure they are a success on the day. There are endless opportunities to gain experience in organisation and event management.

Note that most of our events take place on Saturdays and the ideal candidate will be available to help out as much as possible then.

### 1.3 KEY RESPONSIBILITIES

- Help plan events before they happen (order catering, print posters, deliver printed materials, etc).
- Promote upcoming events (write social media posts, call local businesses about getting involved).

- Work with 300acres staff at events to make sure everything runs smoothly (taking notes, greeting new volunteers, answering questions about the garden).
- Organise volunteers at events.
- Take photos at events.

#### **1.4 KEY SELECTION CRITERIA**

- Enthusiasm for community gardens and event management.
- Excellent organisational skills and the ability to self-manage when things are busy!
- Confidence communicating with people from all walks of life, including approaching strangers at events.
- A passion for health, local food, community building and food growing.
- Commitment to following through on agreements and deadlines.
- High Saturday availability (most of our events take place on Saturdays).

#### **1.5 HOW TO APPLY**

Applications should be emailed to Morgan Koegel at [morgan@3000acres.org](mailto:morgan@3000acres.org) using the subject line: 3000acres Event Volunteer application, and must include:

- A 150-500 word description of why you'd like to volunteer with us and how you fit the key selection criteria for this role.
- An answer to the question: are you available regularly on Saturday mornings to help out?
- Your contact email and phone number.