

## Position Description

**Role:** Volunteer Gardener

**Department:** Community Base - Kapiti

**Date:** June 2021

*This job description is designed to give an indication of the types of work and performance expected of the job holder. It does not provide an exhaustive list of duties or performance standards, and the job holder agrees to undertake any other tasks that are consistent with the position and with the provisions of quality service to Mary Potter Hospice patients and their families and whānau. In order to meet the changing needs of Mary Potter Hospice, this job description may require change from time to time.*

### Overview of the role

Mary Potter Hospice – Kapiti is beautifully set with surrounded trees, shrubs and garden. This role is to maintain the gardens to a high standard

### Scope

**Reports to:** Administrator/Occupational Therapist

**Location:** 36 Warrimoo Street, Paraparaumu

### Key Competencies

- Interest in gardening and general understanding of plants and weeds
- A love of outdoors and plant life
- Liaising and working alongside the Lions Group who also support the maintenance and up keep of the gardens as well
- Solid understanding of health and safety rules and legalisation

### Key Tasks

- General gardening including tidying and weeding
- Monitoring and maintaining the health of all plants
- Keeping the green spaces and walkways clear of debris and litter
- If required provide guidance to management on matters related to the garden
- Will need to provide own gardening tools

- NB The Lions group are responsible for the trimming, pruning and use the blower vac on the bowling green

**Health and Safety** *(all roles have a H&S component, some more detailed than others. The tasks here are the minimum expected of all roles)*

- Practise within Mary Potter Hospice health and safety policies and procedures outlined in the Health and Safety Policy Manual
- Report all identified hazards, incidents (including near-misses) and accidents
- Participate in mandatory health and safety training as required.

Outputs/expected results/Key performance indicators

- Attractive garden clear of weeds and litter
- Plants are healthy and well maintained
- Maintain and grow the garden to ensure it meets specific requirements and expectations

Outcomes

- Positive comments and feedback from visitors to the MPH Kapiti Community Site about the garden
- Mary Potter Hospice is a safe and healthy place to work

Person Specification

- Enjoys gardening
- Self-motivated and can work unsupervised
- Reliable and responsible

Signed: ..... Date: .....  
(Job Holder)

Signed: ..... Date: .....  
(Director)

## **Job Description Appendix**

The values of the Venerable Mary Potter and the vision of Dame Cecily Saunders are deeply held by Mary Potter Hospice staff and volunteers and underpin all the work we do.



### **Our values**

- Mana/Respect
- Aroha/Compassion
- Rangatiratanga/Dignity
- Manaakitanga/Hospitality
- Kaitiakitanga/Stewardship

### **Our vision**

That people in our communities who need palliative care have access to compassionate and quality care, when and where they need it.

### **Our approach**

Taking a whole person approach, we will provide and promote high quality specialist palliative care, grief support, education and care planning services. Working alongside our health partners, we aim to make a difference in the communities we serve.