



# Volunteer Position Description

**Position Title:** FRIENDS OF URRBRAE HOUSE (FOUH) COMMITTEE MEMBER

## University Area and Location

Urrbrae House, a heritage-listed building, is located within the Waite Campus of the University of Adelaide, Urrbrae. It is an accredited museum with the History Trust of South Australia and is part of the University's School of Agriculture, Food and Wine.

## Description and Purpose

The Friends of Urrbrae House (FOUH) was formed in 1991 as an incorporated Association (affiliated with the University of Adelaide) to

- foster the care of Urrbrae House and the Historic Precinct, and
- promote the cultural and social life of the institutions on the Waite Campus of the University of Adelaide.

The Friends regularly organise fund-raising and cultural activities at Urrbrae House.

While membership of the Friends of Urrbrae House Committee is achieved through election at the FOUH Annual General Meeting usually held in May each year, Committee members are deemed to be Urrbrae House volunteers because of the nature of the work they undertake. If there is a vacancy on the Committee at other times, a new member may be co-opted onto the Committee.

## Responsibilities

- a. Planning and delivering events/activities to achieve the aims of the Friends of Urrbrae House.
- b. FOUH Committee volunteers undertake various organisational and administrative tasks for the Association. Many of these tasks are undertaken off-site.
- c. FOUH Committee volunteers attend Committee meetings at Urrbrae House generally held four times a year.
- d. FOUH Committee volunteers should liaise with the Manager, Urrbrae House Historic Precinct and the Urrbrae House Co-ordinator before scheduling any activities in Urrbrae House to avoid booking clashes.
- e. When needing to work on-site, volunteers will do so within agreed time frames in consultation with Urrbrae House staff.

## Roles within the Committee

- a. President
- b. Vice-President
- c. Treasurer
- d. Secretary
- e. Newsletter Editor
- f. General Committee members who may be responsible for maintaining membership records, event organisation, general administrative tasks, publicity and community engagement.

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### **Specific Duties (when on-site at the Urrbrae House Historic Precinct)**

- a. Sign on and sign off in the Volunteer hours' folder at the front reception of Urrbrae House at the beginning and end of the volunteering duty.
- b. Wear the appropriate name badge.
- c. Tasks may include the following:
  - Assisting with event set-up.
  - Greeting members of the public including children.
  - Providing directions to rooms inside Urrbrae House and the Coach House, the gardens, amenities areas and other parts of the campus.
  - Monitoring the safe use of stairs inside Urrbrae House and outside terrace areas.
  - Answering queries related to the event and referring visitors to Urrbrae House staff with any other queries.
  - Money handling.
  - Assisting with the serving of food and refreshments.
  - Cleaning-up and packing away items at the end of an event. This may include operation of the dishwasher in the Kitchen and vacuuming rugs.
  - Administrative tasks such as photocopying, checking attendance lists and undertaking mail-outs.
  - Maintaining safe work practices and best practice hygiene standards.
  - Requesting further training or discussion if unsure of any safe work practices.
- d. Ensure that the integrity of Urrbrae House as a heritage-listed building and museum is maintained.
- e. Maintain a friendly, courteous and professional manner.

### **Qualifications – skills, expertise, experience, knowledge**

- a. Committee members take on different responsibilities within the Committee. Expertise needed will depend on the role being undertaken: for example, a treasurer would need financial management skills while a membership officer would need to be computer literate and be able to maintain a membership database.
- b. Willingness to attend relevant training sessions.
- c. If assisting with events, a volunteer will need the ability to manage stairs, stand for periods of time, and carry non-heavy items without discomfort.

### **Training**

- a. Historical information about Urrbrae House, the Waite family, the Waite Agricultural Research Institute and the University of Adelaide is provided to volunteers.
- b. An Urrbrae House induction is provided by the Urrbrae House Co-ordinator when a volunteer is first elected/co-opted to the Friends of Urrbrae House Committee.

### **Personal Attributes Required**

- a. Ability to interact with people from diverse backgrounds and age groups.
- b. Capacity to be flexible and adaptable.
- c. Willingness to learn about history relevant to the site and/or event.

### **Timeframe and Attendance**

- a. Each event/activity will have specific timeframe and attendance requirements. These will be determined by the Friends of Urrbrae House Committee and/or its relevant sub-committee in consultation with Urrbrae House staff.

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## Location of Work

- a. Events presented by the Friends, Committee meetings and the Annual General Meeting of the FOUH are held at Urrbrae House.
- b. Organisational and administrative tasks undertaken by a Committee member may be completed off-site depending on the nature of the task.

## Supervisor

Lynette Zeitz, Manager, Urrbrae House Historic Precinct, Phone: 8313 7425, Email: [lynette.zeitz@adelaide.edu.au](mailto:lynette.zeitz@adelaide.edu.au)

In Lynette's absence, Amanda Jackson, Urrbrae House Volunteer Co-ordinator, Phone: 8313 7497, email: [amanda.jackson@adelaide.edu.au](mailto:amanda.jackson@adelaide.edu.au)

## Special Requirements

- a. When on-site at Urrbrae House, a volunteer must be able to take direction from Urrbrae House staff and to work within the University of Adelaide's policies and procedures.
- b. Because of the heritage nature of the building, volunteers must be able to manage stairs to access the lower level of the building.
- c. If involved in a FOUH event/activity that is primarily aimed at children, be willing to obtain a DCSI check and to abide by the Urrbrae House *Code of Conduct for Working with Children and Young People* and the University of Adelaide's *Child-Safe Environment Policy*  
<http://www.adelaide.edu.au/policies/3883>

## Benefits to the Volunteer

Volunteers develop the aims of the Friends of Urrbrae House, and have an opportunity to inspire and educate people about the past and the Waite legacy.

## Other

Tea, coffee and biscuits are provided for volunteers. For information about the University's insurance coverage for volunteers please see the *Volunteers Insurance Guide*  
<http://www.adelaide.edu.au/legalandrisk/insurance/accident/>

## Further Information

More information about the Urrbrae House Historic Precinct can be found at:  
<http://www.adelaide.edu.au/waite-historic/urrbraehouse/>

### ***Should this volunteer position interest you please contact:***

Amanda Jackson, Urrbrae House Volunteer Co-ordinator  
Phone: 8313 7497  
Email: [amanda.jackson@adelaide.edu.au](mailto:amanda.jackson@adelaide.edu.au)

or

Lynette Zeitz, Manager, Urrbrae House Historic Precinct  
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