

# ON-SITE VOLUNTEER CARETAKERS POSITION DESCRIPTION

## Summary

Live on-site at the Women's Museum of Australia within the secure walls of the heritage-listed Old Alice Springs Gaol. You must have your own caravan or motorhome (max 2.9m high) which will be away from visitors to give you privacy. In exchange, we ask for approximately 20 hours per week of visitor management and general light maintenance duties. The museum would not be able to operate without volunteers, and the on-site caretakers are instrumental in keeping the complex neat and tidy.

## About the Museum and Old Gaol

The Women's Museum of Australia is a not-for-profit organisation with a small volunteer base that celebrates the achievements of Australian women.

## We are looking for:

People who are responsible, friendly, confident in handling cash (training provided), able to do basic gardening, plumbing and grounds maintenance.

## Time Period

A minimum of 3 months stay is ideal. The months we need on-site caretakers are from March until December.

## You will be responsible for (full training provided)

- Opening and closing the museum on the weekend. Opening hours are 10 - 3 pm with last entry at 2.30 pm.
- Welcoming visitors and managing the shop/entry point during our opening hours
- Completing minor grounds and maintenance work, such as basic plumbing and building fixes, gardening, and keeping the complex tidy as required.
- You may be required to fill in a volunteer shift during the week if required.

## We offer:

- Free rent, and free hook ups to water and electricity, and drains for your grey water and flushing toilet waste. (no excessive use of electricity please, such as aircons or heaters running all day),
- A site at the back of the complex away from visitors.
- Toilets that you can use in the museum's buildings. There is also a basic, working shower in the Clinic building if you wish to use that outside of opening hours.
- A fantastic location that is a short walk to town and the shops.
- The chance to stay in an old gaol, and meet a range of interesting people, including staff, volunteers, and visitors from all over the world.

## Please be aware that:

- Because money handling is involved, we will require a **police check and references**.
- While this position is not onerous and does not require heavy lifting, the general grounds maintenance does require a medium level of fitness and the use of blowers, ladders etc... (Note: The mowing of the grounds and removal of rubbish is carried out by Corrections on an as needs basis)
- This is not a paid position.
- You will need your own caravan to bring onsite. Maximum of 2.9m in height (there is a gate that you will need to be able to get through in terms of height)
- Our insurance will cover you if you hurt yourself onsite. You will need your own insurance for your caravan and vehicle.

This position is from: ..... to .....

I agree to the above: ..... Signature: .....