



CHAPMAN VALLEY
HISTORICAL SOCIETY MUSEUM
VOLUNTARY CARETAKER
GUIDELINES

Contents

Objectives	3
About Chapman Valley.....	3
About the Chapman Valley Historical Society Museum	3
Volunteer acknowledgment	3
Term of service.....	3
Caretaker duties.....	3
Caretaker Responsibilities.....	4
Caretaker requirements.....	4
Selection Criteria.....	4
Application	4
Assessment	4
Volunteer Caretaker.....	5

Objectives

A caretaker role at the Chapman Valley Historical Society Museum site provides significant potential to present local history to a greater number of visitors. This role would also provide security, support and ongoing surveillance to the Chapman Valley museum site.

About the Shire of Chapman Valley

From the iconic flat top ranges, to the vibrant farm land, canola crops and lavender right through to the spectacular coastline, the Shire of Chapman Valley offers a picturesque landscape of diverse alternative industries with a welcoming community.

Just north of Geraldton, the Shire of Chapman Valley extends from the coast of Coronation Beach, eastward to the Greenough River, north to the Rabbit Proof Fence and south to the East Chapman River.

About the Chapman Valley Historical Society Museum

Located in the heart of the Nanson Hamlet, the Chapman Valley Museum is a treasure. Within the grounds is the heritage listed Upper Chapman Road Board building, which was officially opened in 1913. The Museum is home to an impressive display of old farm machinery, vehicles, local history and photos and is managed by the Chapman Valley Historical Society Inc.

The Chapman Valley Historical Society is a community group dedicated to preserving and promoting local history, which includes local pioneers, railway and mining. The museum is also home to a wonderful tribute to the 42 Fallen Soldiers from the Upper Chapman region in WW1.

Open Wednesdays 9am until 3pm and Sundays 1pm until 4pm. (Closes during the hotter months, from the end of November and re-opens again 1st April).

Volunteer acknowledgment

This is a volunteer role and no associate fees will be paid for undertaking the role of caretaker.

Volunteering is an activity undertaken to be of benefit to the community and the volunteer. The volunteering will be at his or her own free will and without coercion; for no financial payment other than reimbursement of expenses and in a designated volunteer position only (LGIS WA).

To be covered under the Society's Voluntary Workers Insurance Policy it will be necessary to become a member of the Chapman Valley Historical Society Inc. The membership fee is minimal.

Term of service

The position is for either a single person or couple. Length of time for the caretaker role is four weeks and is extendable, commencing annually in June through until October. The caretaker would be required to open the Museum for 3 hours, five days of the week: Monday: Tuesday, Thursday, Friday and Saturday.

Caretaker duties

The caretaker is to undertake the following duties:

- Maintain a noticeable presence
- Meet and assist visitors with information about the Museum
- Report any power and water system failures at the Museum
- Report on any perceived threats to the Museum site, and report on the condition of the site as requested
- Report any general issues to Museum representatives when required

Caretaker Responsibilities

The caretaker is responsible for the following conditions:

- Must be fully self-contained (van to have a shower, desirable to have toilet in van and if no washing machine, public washing machines are available in Geraldton)
- Own mobile telephone
- Be of a moderate fitness level

Caretaker requirements

The appointed caretaker must meet the following requirements to accept the role:

- National Police Check
- Working with Children Check- Western Australia
- Current drivers licence and
- Current insurance on vehicles and contents

Selection Criteria

The caretaker is to meet selection criteria requirements as best as possible.

Application

Applications should be forwarded to:

Chapman Valley Historical Society
PO Box 3355
Bluff Point WA, 6530

Or by email: chapmanvalleyhs@gmail.com

Assessment

The Chapman Valley Historical Society will undertake an Expression of Interest process to fulfil the caretaker role.

Chapman Valley Historical Society representatives will identify a suitable candidate for appointment.

All applicants will be notified of the outcome of their application.

Volunteer Caretaker

1. Title 'Volunteer Caretaker'
2. Key Objective of the volunteer role
 - This role will provide support and information to visitors at the Chapman Valley Historical Museum site
 - This role will enable the Museum to be open each day when tourists are travelling through the district
3. Benefits from the volunteer role
 - The Museum is only 30 kms from Geraldton and is situated near the Chapman River. There are beautiful wildflowers throughout the district from July through to October and there are a number of scenic drives throughout the area that could be undertaken during the stay
 - Satisfaction that by providing voluntary service to this organisation the number of visitors to the Museum has increased and you have provided a noticeable presence at the Museum
4. Volunteer Responsibilities
 - Open the Museum for 3 hours, five days of the week
 - Sweep, vacuum, dust as is necessary to maintain cleanliness at the Museum
 - Conform to the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions
 - Must comply with the safety procedures
 - Must report potential hazards and accidents or incidents
5. Key Duties/Responsibilities
 - Maintain a noticeable presence
 - Meet and assist visitors with information about the Museum
 - Report any power and water system failures at the Museum
 - Report on any perceived threats to the Museum site and report on the condition of the site as requested
 - Report any general issues to Museum representatives when required
 - Keep accurate numbers of visitors visiting the Museum
6. Selection Criteria
 - Current Drivers Licence
 - Police Clearance and Working with Children Check
 - Good verbal communication skills
 - Good understanding of customer service and willingness to work with the public
 - Knowledge of area desirable, but not essential, information about the area and history will be provided
 - References from previous caretaking roles desirable