



Volunteer Position Description

Position Title	Volunteer Guide
Job Type	Casual hours (as required)
Location	Ralph Honner Education Centre Kokoda Track Memorial Walkway Killoola St, Rhodes Park Concord NSW
Purpose of the Role	<p>Volunteer Guides - particularly veterans and educators- play a vital role in supporting mission of the Kokoda Track Memorial Walkway: to honour the Australian soldiers who served on the Kokoda Track during World War II and to educate the public – especially the younger – about the Kokoda Campaign.</p> <p>Volunteers contribute in the following ways:</p> <ul style="list-style-type: none">• Assisting during Commemoration Services• Guiding school and community group visits, and/or• Supporting general office administration
Reporting To	Office Manager, Kokoda Track Memorial Walkway
Key Responsibilities	<p>School and Community Group Tours:</p> <ul style="list-style-type: none">• Welcome and orient students or tour participants upon arrival• Assist with the VR or video presentations in the Education Centre• Facilitate or assist with wreath-laying ceremony at the Centrepiece• Lead small groups along the Walkway, delivering interpretative commentary at each historical station <p>Commemoration Services:</p> <ul style="list-style-type: none">• Carry put duties as directed by the Office Manager or Secretary of the Board• Help with guest ushering, ceremony logistics (eg. Wreath laying), support for the MC, and assisting school groups attending the Service. <p>For Office Administration:</p> <ul style="list-style-type: none">• Provide support with general administrative tasks as assigned by the Office Manager

Time Commitment	<p>Volunteer involvement is based on the schedule of tours and events. Availability is flexible and coordinated with the needs of the Walkway.</p> <p>An up-to-date Volunteer Calendar is maintained by the Office Manager and shared regularly with all volunteers.</p>
Volunteer Expectations	<ul style="list-style-type: none"> • Demonstrate professionalism and courtesy at all times • Comply with Walkway policies, including Emergency/ Evacuation Procedures and the Child Safety Policy • Communicate availability clearly with the Office Manager • Raise any issues or concerns promptly with the Office Manager or Secretary of the Board
Training and Support	<ul style="list-style-type: none"> • New volunteers will be paired with an experienced mentor for their first 3 months • Training is primarily on-the-job, complemented by relevant reading materials • An annual Orientation Day is held to review safety procedures, policies, and key updates
Skills, Experience and Attributes	<ul style="list-style-type: none"> • Interest in and general knowledge of the Kokoda Campaign • Strong communication skills and confidence in speaking with groups • Previous volunteering experience is welcome but not essential
Mandatory Requirements	<ul style="list-style-type: none"> • A valid Working with Children Check must be provided prior to starting as a volunteer
Updated	August 2025