



Position Title: Recyclability Collection (Bins & Donations) Volunteer
Reports To: Number 4 Team Leader/Key Staff Person
Last Reviewed: October 2015

Introduction

Community Living & Respite Services Inc. (CLRS) is a not-for-profit organisation based in Echuca that provides support services to people with disability, the aged and their families.

Mission Statement

CLRS delivers quality services and support empowering individuals and families to live the life they choose.

Our Vision

Community enriched by the inclusion of all its members.

Core Values

Respect: We recognise and value individuality
Wellbeing: We encourage healthy lifestyle choices
Flexibility: We provide innovative and responsive services to meet individual needs
Accountability: We are professional, ethical, honest and take responsibility for our actions

Purpose of position

The position is a volunteer position and reports to the NUMBER 4 Team Leader. As a Recyclability Collection (Bins & Donations) Volunteer you will be required to work alongside people with disability, other community volunteers and staff as part of a team. You will also need to be able to work independently. You will be required to assist in the collection of donations from our community bins. You will also be involved in picking up any other donations from the community as required.

This position will work closely with Sandra Carey, Team Leader of the Recyclability Program. Days may be flexible.

Key areas of Responsibilities

- Driving vehicle and trailer to empty Collection bins located in community
- Driving vehicle and trailer to collect any donations (bags, small furniture)
- Support other Recyclability Volunteers to develop skills in collection

Key Skills and requirements

- Personal commitment (5 - 15 hours per week)
- Effective verbal and written communication skills
- Good work ethic
- Organisation skills
- Ability to be flexible and respond to change



Key Selection Criteria

- Excellent communication skills
- Ability to complete tasks within specified timeframes in accordance with Health and Safety guidelines
- Understanding of and respect for cultural diversity and religious beliefs
- Drivers licence

Volunteer Safety Screening

Unencumbered Police Check, two referee checks and a Working with Children Check depending on the role. Volunteers will also be checked against the Disability Worker Exclusion Scheme, if working with clients in residential settings.

Volunteer Appreciation

Volunteers are invited to attend an annual Volunteer Appreciation event.

Confidentiality

Volunteers are expected to observe confidentiality, at all times and under all circumstances, regarding Community Living & Respite Services Inc. affairs, client and staff details, including if the volunteering arrangement ceases.

The successful applicant will be committed to contributing to a friendly and welcoming environment in the office, including a commitment to a workplace that is safe and without risk for themselves, staff and others in accordance with the OHS Act 2004.

Volunteers will adhere to CLRS policies procedures, and the Code of Ethics. Induction training will be provided.

Community Living & Respite Services Inc. is an equal opportunity employer and values diversity.

Community Living & Respite Services Inc. is a non-smoking environment.

ACKNOWLEDGMENT FOR RECEIPT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read and understand its contents.

Volunteer Name

Volunteer Signature

Date

Team Leader Signature

Date