



**Position Title:** Recyclability Sales Representative (Bags of Rags) Volunteer  
**Reports To:** Team Leader NUMBER 4  
**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 Sales Representative 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 developing and maintaining our "Bags of Rags" sales. Days are flexible.

## Key areas of Responsibilities

- Promote, maintain and develop Customer contact and sales of our "Bags of Rags"
- Organise stock to sell from Recyclability donations
- Work within budgets
- Follow ordering, invoicing and receipting procedures
- Support other Recyclability Volunteers to develop sale skills

## Key Skills and requirements

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



# Position Description

### Key Selection Criteria

- Excellent communication skills
- Ability to complete tasks within specified timeframes and 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 on 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, 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 will adhere to 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