



Position Title: Recyclability Shed Volunteer
Reports To: Team Leader NUMBER 4/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

Nature of position

The position is a volunteer position and reports to the NUMBER 4 Team Leader. As a Recyclability Shed 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 maintaining our Recyclability Shed. You will also be required to assist in receiving and distributing product from the shed.

Responsibilities

- Maintain the Shed to a high standard, ensuring a high level of Work Health & Safety
- Assist in organising product in and out of the Shed
- Organising the "Bales" of clothing to be transported
- Liaising with companies regarding transporting and receiving stock
- Keeping accurate records of product in and out
- Assist in maintaining and ordering supplies of bags and bales
- Picking up donations of goods (vehicle and trailer)
- Support other Recyclability Volunteers to develop skills

Key Skills and requirements

- Personal commitment
- Ability to complete manual handling tasks
- 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 and in accordance with Health and Safety guidelines
- Understanding of and respect for cultural diversity and religious beliefs
- Drivers licence desirable

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, 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