

**VOLUNTEER POSITION DESCRIPTION**

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| **Title:** | **Volunteer Driver** |
| **Usual work location:** | Canberra – Gordon Community Centre, Tuggeranong. |
| **Cost Centre:** | 153 |
| **Usual hours of work:** | During Centre operational hours, by negotiation between the volunteer and staff |
| **Length of Appointment** | 3 month probation period, position reviewed 6 monthly |
| **Position Objective:** | The Gordon Community Centre relies on donations to operate the Lanyon Pantry Emergency Relief program. This role is designed to assist in the collection of donations, as well as assisting with on-donating items that can’t be used in the Centre, and on occasion other special events. |
| **Position Responsibilities:** | * Attend an induction training session prior to commencing and ongoing training as required * Liaise with Centre staff to:   + Collect donations from locations across Canberra and drop them to the Gordon Community Centre   + Drop off surplus items to other organisations   + Transport surplus stock between Gordon Community Centre and other Anglicare sites including St John’s Care (Reid), Club 12/25 (Civic) and Holt   + General gardening including pruning, watering, weeding, fertilizing and topping up soil   + Assist with the cleaning and maintenance of garden areas including sweeping, raking and waste disposal (general maintenance undertaken fortnightly by external company) * Follow staff directions (including those from other organisations on their site) regarding the collection of donations * Communicate in a non-judgmental and respectful manner to anyone who attends the Centre or who you engage with during your volunteering * Maintain safety in the environment and whilst driving and report any incidents/hazards immediately * Uphold the privacy and confidentiality of any Centre service users and maintain appropriate boundaries |
| **Key behaviors:** | Flexibility  Recognises and responds to unanticipated events and requirements or sudden changes of priority.  Communication  Communicates clearly and accurately – listens to and understands the views of others.  Outcome focused  Identifies and accomplishes challenging objectives by doing whatever is necessary to achieve the goal.  Problem Solving  Identifies and defines problems and feasible solutions through gathering and analysing information  Reliability  Adheres to routine and follows instruction in order to ensure consistency in process and results |
| **Key skills:** | * Ability to undertake physical activities and lift loads in adherence with WHS principles * Ability to work well in a team, interacting with individuals from various backgrounds * Ability to work independently * Respectful and clear communication skills * Able to prioritise activities or seek clarification when necessary * Able to follow instructions and complete tasks with minimal supervision |
| **Key knowledge areas:** | * Basic knowledge of gardening and willingness to learn |
| **Key experience:** | * Experience working with people from various background |
| **Reports to:** | Gordon Community Centre Coordinator |
| **Direct reports:** | Nil |
| **Key Requirements for this position:** | X SafeSelect™  X Statutory Declaration  X National Police Checking Service Form  X Working With Vulnerable People Card  X Anglicare Volunteer Application Form  X Other: full ACT or NSW driver’s license |