

VOLUNTEER POSITION DESCRIPTION

Title: **Volunteer – Thread Together Mobile Wardrobe**

Cost Centre: 521

Usual work location: Based in Wagga Wagga (NSW) and travelling throughout the Riverina.

Usual hours of work: 4-hour shifts, on a monthly basis minimum

Position Objectives Volunteers are required to operate the Mobile Wardrobe (MW) by stocking it with clothing items, driving to predetermined locations and setting up, providing participants with new clothing, recording data and returning vehicle at the end of the session. Volunteers will never work alone, they will always be with either another volunteer or Anglicare staff member.

Position Responsibilities:

- Safely operating the Mobile Wardrobe and store room
- Maintaining the dignity of all participants and following procedures of Thread Together MW
- Consistently relating with referred clients in a non-judgmental manner
- Collecting data in order to monitor the number of people assisted
- Maintaining an environment that is conducive with the health, safety and wellbeing of participants, volunteers, staff and others
- Upkeeping a clean and presentable vehicle and store room, including ensuring maintenance is performed regularly
- Reporting all injuries and incidents to the supervisor in a timely manner
- Working in alignment with the Sanctuary™ Model Pillars, Anglicare’s Values, and Anglicare’s Code of Conduct

Key behaviours:**Communication**

Communicates clearly and accurately – listens to and understands the views of others.

Interpersonal

Establishes cooperative and productive relationships by understanding and responding to the needs of others.

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 result.

Team Building

Promotes the achievement of results through cooperation and joint efforts between team members.

Key skills:

- Clear communication skills with a range of people
- Recording keeping and data collection skills
- Ability to follow procedures as outlined in program handbook
- Excellent driving skills and a clear driving record
- Physical ability to lift/carry boxes and clothing to restock the vehicle

Key experience:

Some experience working with vulnerable people would be an advantage, however on the job training and ongoing supervision will be provided.

Reports to:

Mentor and Volunteer Facilitator

Key requirements:

- Anglicare volunteer application form
- National Criminal History Check application form
- Working With Children Check (NSW)
- Acceptance of Vehicle Responsibility form
- Current Australian Driver Licence (Class C)