



## VOLUNTEER ROLE DESCRIPTION

<b>VOLUNTEER ROLE</b>	Donation Sorter - Warehouse
<b>PROGRAM</b>	Social Enterprises
<b>DIRECTORATE</b>	Marketing & Engagement
<b>REPORTS TO</b>	Team Leader of Sorting Facility
<b>VOLUNTEER HOURS</b>	Minimum 4 hours per week any weekday

### ORGANISATIONAL PURPOSE

The Brotherhood of St Laurence (BSL) employs over 1200 staff and is supported by approximately 1200 volunteers. Our work is focused in Melbourne and Victoria but branches out through our partners to every state and territory in Australia.

In contemporary Australia, poverty and disadvantage have a strong geographic dimension. The focus of our work is increasingly on places as well as groups of people experiencing hardship such as early school leavers and the unemployed. We create programs which prevent and alleviate poverty during four key life transitions: childhood, adolescence, midlife and retirement.

One of our priorities is to work with state and federal governments and other community organisations to scale up our successful programs. The Brotherhood's approach is informed by the best evidence, including the work of our own research and policy department.

### DEPARTMENTAL PURPOSE

Our diverse range of social enterprises raise independent income vital for supporting the Brotherhood's innovative services. These enterprises span 20 community stores, a warehouse and sorting facility, an online bookstore and a donation collection service.

Our stores, with their large numbers of customers and volunteers, offer a place for community connection in each area they operate in, including online. We also provide work experience for students and placements for young job seekers from the Brotherhood's Youth Transitions Programs.

### POSITION PURPOSE

The purpose of this role is to assist with the sorting of raw donations into different categories and qualities.

### ROLE TASKS

#### 1. Sorting Donations

- Sort donations according to category and quality
- Packing, racking and allocating sorted stock into the appropriate areas as directed

#### 2. Occupational Health and Safety

- Perform all functions in accordance with Brotherhood OH&S requirements
- Incidents/injuries/near misses are reported immediately
- All staff and volunteers are responsible for assisting, monitoring and reporting matters pertaining to OH&S within their workplace

### **3. Equal Employment and Opportunity**

- The Brotherhood is an Equal Employment Opportunity Employer. Therefore, Brotherhood policies and EEO legislation bind all employees and volunteers.
- All Brotherhood staff, paid and volunteer must be committed to a work environment free from discrimination and harassment and bullying.

### **4. Multi-skilling**

- The retail assistant may be directed to carry out such duties as are within the limits of his/her skill, competence and training.

## **WE ARE LOOKING FOR**

### **We are looking for someone who:**

- Is physically fit
- Is able to do repetitive bending, lifting, pushing and pulling on an ongoing basis
- Has knowledge and /or interest in fashion and bric-a-brac
- Is able to identify clothing genders
- Has enthusiasm, reliability and commitment to the objectives of the Retail Group and the Brotherhood of St Laurence
- Has an understanding of and sympathy with the values and ideals of the Brotherhood.

## **ORGANISATIONAL RELATIONSHIPS**

Internal: Brotherhood paid and volunteer staff

External: Members of the general public

## **CONDITIONS OF VOLUNTEER INVOLVEMENT**

1. This role requires a mandatory police check. Your volunteer role will not begin until the necessary checks are complete.
2. Volunteers are requested to take responsibility for their own and others' workplace health and safety and to adhere to policies which keep the Brotherhood of St Laurence a workplace committed to equal opportunity, free from discrimination and harassment.
3. All Brotherhood volunteers must be eligible to volunteer in Australia.

## **AGREEMENTS**

I understand that I am a volunteer who contributes my time and effort without expectation of remuneration.

I understand that as a volunteer I am required to adhere to Brotherhood of St Laurence policies, procedures and the code of ethical behavior.

In the event of injury sustained in performing my volunteer role I understand that I can make a claim against the Brotherhood of St Laurence's insurance policy for 85% of my non-Medicare costs up to the relevant policy maximums. Activities taken on my own initiative outside of this role are at my own risk.

I undertake to keep all personal or sensitive information about customers and participants, other volunteers and the BSL team in the strictest confidence by only discussing such details within the bounds necessary to undertake my duties and responsibilities as a volunteer with the Brotherhood of St Laurence.

Volunteer Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_