

VOLUNTEER POSITION DESCRIPTION

Volunteer name:

Title: Op Shop Assistant

Location:

Reports to: Op Shop Manager

Volunteer Coordinator: Jessi Tan Ph: 9263 2109 or Mobile: 0411 203122

Purpose of position:	<ul style="list-style-type: none"> To assist with the ongoing management of recyclable stock and its availability to customers
Requirements:	<ul style="list-style-type: none"> Sign in on arrival and sign out on departure Enjoy assisting people Ability to work in a non discriminatory manner with individuals from all aspects of the local community Are a Team Player Honest and reliable Ability to work independently, as well as part of a team Ability to accept supervision Able to organise the designated tasks within the role Must be 15 – 75 years A National Police check needs be sighted prior to commencement of role
Responsibilities:	<p>Responsibilities may include but are not limited to:</p> <ul style="list-style-type: none"> Sorting, tagging and hanging clothes Sorting and pricing books, toys & brica brac Assisting with stock display Keeping the Shop clean and tidy by dusting/cleaning Provide support to fellow volunteers and staff Communicate regularly with the Volunteer Coordinator or Op Shop Manager as to concerns, issues, or ideas arising from your volunteering
Training:	<ul style="list-style-type: none"> Ongoing training and support will be provided as required. Training for specific duties will be provided as required.
Commitment:	<ul style="list-style-type: none"> Hours: A minimum of 3 hours. Volunteer opportunities are currently available Monday – Friday, 9.00 am – 5 pm, and Saturdays and Sundays.

	<ul style="list-style-type: none"> • Occupational Safety and health: Workplace health and safety is important in ensuring the workplace environment is both safe and encourages sound health practices. Please be aware of the health and safety of yourself and others at all times. • Confidentiality: Agree to keep in strict confidence any information regarding Anglicare WA, or any information concerning the participants/service users of the organisation's programs or any other agency. • Communication: Demonstrate a positive attitude; recognise and value differences among team members; seek assistance where appropriate; actively participate in meetings, projects or training • Continuous personal-development: Actively participates in self performance and training.
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Op Shop Manager's name: _____

Signature: _____ Date _____

Volunteer Coordinator's name: _____

Signature: _____ Date _____

Volunteer name: _____

Signature: _____ Date _____