



the
power of
humanity



Volunteer role description

Volunteer Donation Sorter - Albury

Department	Engagement and Support - Retail
Availability	Minimum 4 hours a week Ongoing position
Location	Albury NSW
Category	Contributing to our operational work

Building an inclusive, diverse and active humanitarian movement based on voluntary service

Role purpose

The purpose of the Volunteer Donation Sorter is to sort and grade donated merchandise. The role reports to the Warehouse Coordinator to ensure a consistent supply of quality merchandise that meets stores' requirements

Role responsibilities

- Sort and grade donated merchandise according to set standards and store requirements
- Assess donated merchandise quality and suitability, and address any quality issues with the Warehouse Coordinator
- Ensure compliance with the Red Cross Workplace Health & Safety (WHS) Management System
- Identify hazards, assess risks and report incidents as required in line with the WHS policy
- Maintain confidentiality relating to stores, warehouse, stock, customers, procedures and security
- Understand and apply Red Cross retail policies and procedures

Knowledge, skills and experience

- Excellent interpersonal and communication skills
- Appreciation for quality control standards and processes
- Detailed oriented, organised and efficient
- Ability to work effectively as part of a team
- Proven reliability and punctuality
- A positive, can do attitude

Check requirements

- A National Criminal History Check prior to commencement and renewed every five years (Red Cross will arrange this)

Learning and development

- Complete Red Cross online learning modules as required
 - Complete Red Cross Shop induction
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General conditions

We act always in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement

Humanity

Impartiality

Neutrality

Independence

Voluntary Service

Unity

Universality
