

Volunteer role description



Red Cross acknowledges
the Traditional Owners
of this land, their ancestors
and Elders, past and present.

the
power of
humanity



Transport Coordinator Volunteer

Department	Social Inclusion
Availability	Monday to Friday Business Hours (2 to 3 days a week)
Location	Murray Bridge Regional SA
Category	Working in our Services and Programs

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

Role purpose

The Transport Coordinator Volunteer will assist volunteer drivers to provide transport services to older people. The Coordinator will have a natural warmth and understands the importance that transport services providers in supporting the independence of our client group.

Role responsibilities

- To support office staff in the effective and efficient day to day delivery of Red Cross CHSP transport community program and activities
- Assist in managing the logistic requirements for programs and activities
- Provide technical and specialist advice where applicable
- Assist in ensuring Workplace Health and Safety requirements are being observed at all times, including reporting incidents or hazards
- Contribute to a culturally, emotionally and physically safe environment for staff, volunteers and clients
- Works with Red Cross staff to provide updates, reports and other documentation regarding programs, projects and activities as requested

Knowledge, skills and experience

- Ability to manage Microsoft Outlook and Excel.
- Have their own computer to communicate with Regional Coordinator
- Comfortable speaking on the phone with a broad range of culturally diverse volunteers and clients
- Understanding and experience in engaging with individuals with varying degrees of social connectedness
- Ability and willingness to contribute ideas, thoughts and solutions around planning community programs, projects and activities
- Ability to manage time effectively, ensuring program plans are delivered within specified timeframes

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- Ability to work as a part of a team, where individual's skills and experiences are encouraged, valued and utilised
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Check requirements

- A National Criminal History Check prior to commencement and renewed every five years (Red Cross will arrange this)
 - Working with Children's Check relevant to South Australia
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Learning and development

- Complete Red Cross online learning modules as required
 - Attend Red Cross Volunteer Induction, Program Training and ongoing training as required
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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
