



the  
power of  
humanity



# Volunteer role description

## Volunteer Donation Transporter - Hampstead Gardens

<b>Department</b>	<b>Engagement and Support – Retail</b>
<b>Availability</b>	Minimum 4 hours a week Ongoing position
<b>Location</b>	<b>Red Cross Shops – Hampstead Gardens</b>
<b>Category</b>	Contributing to our operational work

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

### Role purpose

Assisting with collecting and delivering donations efficiently from various donation bins around the area of the Red Cross Shop in Hampstead Gardens Contribute your skills to help us raise funds to support the everyday work of Red Cross.

### Role responsibilities

- Loading and unloading of stock at our warehouse, retail stores and other businesses, whilst ensuring lifting within the WH&S guidelines and driving in line with the Motor Vehicle policy
- Assist with picking, packing, receiving and dispatching accurately and efficiently
- Assist with occasional general storeroom duties, including grading of stock and stock take
- Conducting all deliveries and collections in a professional manner at all times.
- Help record and maintain required statistics (e.g. Motor Vehicle Log Book)
- 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

### Knowledge, skills and experience

- Excellent interpersonal and communication skills with a positive and can do attitude
- Ability to work effectively as part of a team
- Being reliable and punctual
- Ability to drive a manual 1.5 tonne van
- Ability to comprehend and follow a Driver's Runsheet

### Check requirements

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

### Learning and development)

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- Complete Red Cross online learning modules as required
  - Attend Red Cross Volunteer Induction, Program Training and ongoing training as required
  - Understand and read through the driver information handbook
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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**

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