



VOLUNTEER POSITION DESCRIPTION

Position: Volunteer Truck Driver Assistant

Locations: Gold Coast ONLY

GOLD COAST	8:00am – 12.00pm (<i>finishing time can be later</i>) Monday to Friday ONLY.
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Reports to: Senior Truck Driver

Responsibilities: Daily pick up of donated goods to load and transport to our Warehouse and Op shops located throughout the Gold Coast. You must be happy to work hard, be able to cope with the physical demands of the position and be willing to get hands dirty for a good cause! This role is part of a small cohesive team, and requires the ability to work as part of a team and individually on occasion. Communication is essential and the willingness to take and follow direction from others.

Stress: Please note that while the shelter is a wonderful place to visit, sometimes working in a shelter environment may cause stressors to certain individuals, namely those who have either a history of / or are predisposed to: anxiety, depression, mental health issues, are in physically poor health or have been diagnosed as being on the ASD spectrum.

If you fall into these categories please feel free to contact our Volunteer Department for more information.

Physical Capacity Required:

- Moderate level physical fitness with the ability to lift up to 20kg.
- Ability to cope with bending up and down and being on your feet for most of the shift.
- High level of manual dexterity, ability to manage multiple objects at once.
- Ability to walk unaided on grounds, pathways, grass, stairs and sometimes slippery and muddy pathways and yards.
- Clear vision, ability to see obstacles and hazards.

Mental Capacity Required:

- Highly developed communication and interpersonal skills.
- Hardworking and show initiative when required.
- Attention to detail particularly regarding procedures, hygiene and sanitization.
- Ability to comply with Standard Operating Procedures, Workplace Health and Safety Guidelines
- Work in a safe manner without risk to themselves, others or the environment.
- Correctly use all personal protective equipment provided.
- Comply with all emergency and evacuation procedures, respond appropriately to safety incidents.

Emotional Capacity Required:

- Calm and confident with people.

- Not easily distressed, not easily upset.
- Mature and emotionally secure. The shelter environment can be a trigger for some people with emotional or mental trauma.
- Ability to cope with changes, busy working environment and demanding schedule.
- Gentle and mature disposition plus a demonstrated affinity for animals.
- Not bothered by strong smells or getting dirty.

Autonomous / Unsupervised Capacity Required:

- Demonstrated ability to take direction from team members in supervisory roles.
- Ability to work autonomously while managing your own time effectively.
- Ability to work as part of a team.

Skills gained: Driving skills, a thorough understanding of the Animal Welfare League Queensland organisation, experience in a fast paced shelter environment, customer relations, and personal satisfaction.

Skills required: Minimum MR driver's licence required, vehicle experience, good communication and customer service skills, physically fit, able to take direction well.

Volunteer characteristics: Hard working, reliable, efficient, courteous manner, good attitude to work.

Performance Goals: At the end of 3 months with a minimum of 48 volunteer hours, be assessed prior to graduating to become a regular volunteer.

Time commitment: Must be able to commit to a 4-8 hour working week on a regular day between 8:00am to 11:00am or later