



VOLUNTEER POSITION DESCRIPTION

Position: Animal Transport/Driver

Locations: Gold Coast, Beenleigh, Willawong, Warra (Bracken Ridge)

	Gold Coast	Warra	Willa	Beenleigh	Ipswich run
Morning	8am – 12pm	9am – 1pm	9am – 1pm	8am – 12pm	9am – 1pm

Reports To: Rehoming Shelter Manager

Responsibilities: We are looking for people who would be regularly available to drive a station wagon and trailer attached on Tuesdays, Wednesdays, Thursdays or Fridays for a few hours during the morning to help out with transporting animals or picking up stock from various locations.

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:

- Must be confident driving a station wagon with trailer attached.
- Moderate level physical fitness with the ability to lift up to 20kg.
- 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 animal’s body language, see obstacles and hazards.
- Ability to hear if an animal is in distress, giving low sounds or initial warning sounds that the animal is indicating fear.

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

Capacity Required:

- Calm and confident with animals and 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 with demonstrated affinity with 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: A clean manual full driver's licence required and experience driving with trailer, vehicle experience, knowledge of the area, good communication and customer service skills, physically fit, able to take direction well. Confidence around animals is desirable as you may be required to assist with loading/unloading of animals.

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: Tuesdays, Wednesdays, Thursdays or Fridays for a few hours during the morning. The hours are not set and would suit someone flexible and happy to be on call.