



VOLUNTEER POSITION DESCRIPTION

Position: Data Entry Assistant

Locations: Gold Coast ONLY

GOLD COAST	10:00am – 2:00pm	1:00pm – 5:00pm
	<i>(Shift times are negotiable and based on office availability)</i>	

Reports to: Department Head/Staff Member

Responsibilities: The position will involve working at our Gold Coast Rehoming Centre with the Volunteer Manager and Head Office Team. AWLQ has its own program designed to assist shelter managers and staff and your role will be to assist with input of data, generating reports, creating personal records and updating databases. People applying for this position need to be happy to work within a team environment, be able to take direction, and be computer literate.

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 10kg.
- 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 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 required: You need to be presentable and approachable, with computer and data entry experience and people skills are a must. Training will be provided.

Skills gained: Computer and data entry experience, in a fast paced working environment.

Volunteer characteristics: Good communication skills, attention to detail, hard working, trustworthy, the same aims and objectives aligned with the AWLQ.

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: This is a regular position on a weekly basis with a 4 hour commitment each week over 3 months.